



THE
CONFERENCE & VENUE
AGENCY

Online Delegate Registration

Have you ever wanted to lose the hassle of mailshots, invitations and all the other paperwork that managing delegate registration creates, then this could be your year for a change.

Introducing: **Net-EVENT**

Benefits to you:

- Bookings managed through the flexibility of the internet
- Access to information 24 hours a day, 7 days a week
- No mailshots or other paper based contact required
- Post-event Management Information
- Easy access for delegates to useful event information
- A site individually designed for your event (see over)

Our example package contains:

- 1 x Delegate registration page (with submission confirmation)
- 1 x General information page i.e. travel details
- 1 x Post-event feedback page (delegates can tell you their thoughts)
- 1 x Event Managers overview (with real-time details of confirmed delegates)

Scheduled Management Information and branded according to your requirements.

All this for up to 300 delegates at an *AMAZING* £995.00 + VAT

The package above is for guidance only and we can design any registration portal for any event, big or small. For further information please contact a member of our Sales team on:

0871 222 4144

Process Overview

Registration

Prospective delegates are contacted by email and given details of the event and a link which will take them directly to your event registration page. Once they've registered they are given a confirmation page informing them of their successful registration.

Event Information

Throughout the event delegates have access to additional information regarding the event. This can include venue details, menu examples, event schedule orf travel directions.

Delegate Name	Department	Order Code	Site Address	Accommodation
Frank Dons	Marketing	MP344	16 Wmdal Street, London	Yes
Sharon Frith	Public Relations	PR2133	16 Wmdal St, London	No
William Harris	Training	TP4665	Unt C, Durns Estate, Esher	Yes
Gillian Baron	Directorate	DR44498	Central House, Kingston	Yes
Fred Basher	Public Relations	PR2138	16 Wmdal Street, London	No

Delegate Management

Authorised event managers have access to details regarding confirmed delegates.

Delegate Feedback

Once the event is complete an email can be sent to delegates with a link to the feedback page. This allows organisers to get a real feel for the event experience of delegates.

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