




theconferencepeople

delegate management system



the conference people bespoke delegate management system



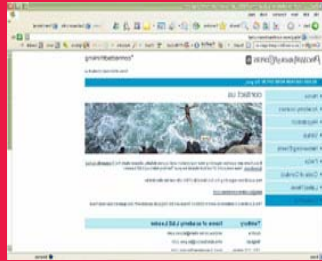
providing a seamless interface
with your own website to
ensure that delegate
registration and management
processes are consistent and
as error free as possible

dms makes delegate
registration as easy
as 123 ▶

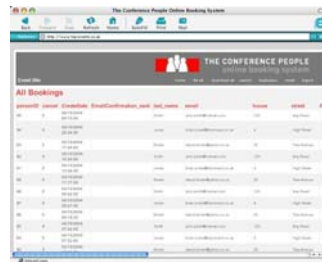


the conference people on-line event registration (**dms**)

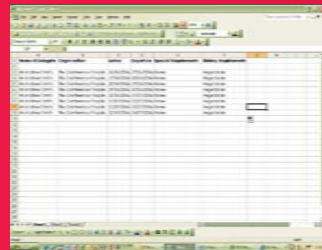
3
easy steps



step 1 register
design & produce an online
booking form



step 2 login
data auto linked to our database



step 3 access
data can be easily exported
to excel / access





CONGRESS 2006
New Century Hall, Manchester
19th-21st May 2006



Delegate Online Booking Form

Please complete all relevant boxes. Please note that a separate registration form must be completed for each attendee.

Should you have any queries please contact the Conference Administrator.
Tel: 01323 637701 Fax: 01323 637777
Email: @confpeople.co.uk

Attendee Details

Title:

First Name:

Last Name:

Job Title:

Organisation:

Correspondence Address – This will be used for all future correspondence

Building Number: Building Name:



Address: @ http://www.top-events.co.uk

go



theconferencepeople

THE CONFERENCE PEOPLE
online booking system

Event title

[download all](#)
[search](#)
[duplicates](#)
[email](#)
[logout](#)

All Bookings

| personID | cancel | CreateDate | EmailConfirmation_sent | last_name | email | house | street | fi |
|----------|--------|------------------------|------------------------|-----------|-----------------------------|-------|-------------|----|
| 95 | 0 | 06/10/2004 09:13:00 | | Smith | john.smith@hotmail.com | 123 | Any Road | |
| 94 | 0 | 05/10/2004 20:24:00 | | Jones | brian.jones@btconnect.co.uk | 4 | High Street | |
| 93 | 0 | 05/10/2004 17:00:00 | | Brown | david.brown@yahoo.co.uk | 25 | Tree Avenue | |
| 92 | 0 | 05/10/2004 10:35:00 | | Smith | john.smith@hotmail.com | 123 | Any Road | |
| 91 | 0 | 04/10/2004 13:36:00 | | Jones | brian.jones@btconnect.co.uk | 4 | High Street | |
| 89 | 0 | 04/10/2004 11:17:00 | | Brown | david.brown@yahoo.co.uk | 25 | Tree Avenue | |
| 88 | 0 | 04/10/2004 09:42:00 | | Smith | john.smith@hotmail.com | 123 | Any Road | |
| 87 | 0 | 04/10/2004 09:21:00 | | Jones | brian.jones@btconnect.co.uk | 4 | High Street | |
| 86 | 0 | 04/10/2004 09:18:00 | | Brown | david.brown@yahoo.co.uk | 25 | Tree Avenue | |
| 85 | 0 | 04/10/2004 07:52:00 | | Smith | john.smith@hotmail.com | 123 | Any Road | |
| 84 | 0 | 04/10/2004 07:52:00 | | Jones | brian.jones@btconnect.co.uk | 4 | High Street | |
| 82 | 0 | 02/10/2004 10:05:00 | | Brown | david.brown@yahoo.co.uk | 25 | Tree Avenue | |

EXAMPLE

| | A | B | C | D | E | F | G | H | I | J |
|----|------------------|-----------------------|------------|------------|----------------------|----------------------|---|---|---|---|
| 1 | Name of Delegate | Organisation | Arrival | Departure | Special Requirements | Dietary Requirements | | | | |
| 2 | | | | | | | | | | |
| 3 | Mr Andrew Smith | The Conference People | 26/06/2006 | 27/06/2006 | None | Vegetarian | | | | |
| 4 | Mr Andrew Smith | The Conference People | 27/06/2006 | 28/06/2006 | None | Vegetarian | | | | |
| 5 | Mr Andrew Smith | The Conference People | 28/06/2006 | 29/06/2006 | None | Vegetarian | | | | |
| 6 | Mr Andrew Smith | The Conference People | 29/06/2006 | 30/06/2006 | None | Vegetarian | | | | |
| 7 | Mr Andrew Smith | The Conference People | 30/06/2006 | 01/07/2006 | None | Vegetarian | | | | |
| 8 | Mr Andrew Smith | The Conference People | 01/07/2006 | 02/07/2006 | None | Vegetarian | | | | |
| 9 | Mr Andrew Smith | The Conference People | 02/07/2006 | 03/07/2006 | None | Vegetarian | | | | |
| 10 | Mr Andrew Smith | The Conference People | 03/07/2006 | 04/07/2006 | None | Vegetarian | | | | |
| 11 | | | | | | | | | | |
| 12 | | | | | | | | | | |
| 13 | | | | | | | | | | |
| 14 | | | | | | | | | | |
| 15 | | | | | | | | | | |
| 16 | | | | | | | | | | |
| 17 | | | | | | | | | | |
| 18 | | | | | | | | | | |
| 19 | | | | | | | | | | |
| 20 | | | | | | | | | | |
| 21 | | | | | | | | | | |
| 22 | | | | | | | | | | |
| 23 | | | | | | | | | | |
| 24 | | | | | | | | | | |
| 25 | | | | | | | | | | |
| 26 | | | | | | | | | | |
| 27 | | | | | | | | | | |
| 28 | | | | | | | | | | |

advantages of the delegate management system

features
in detail



overcome risks

inaccurate conference details, wrong seminar choices and misspelled name badges can have a negative impact on delegate satisfaction

avoid errors

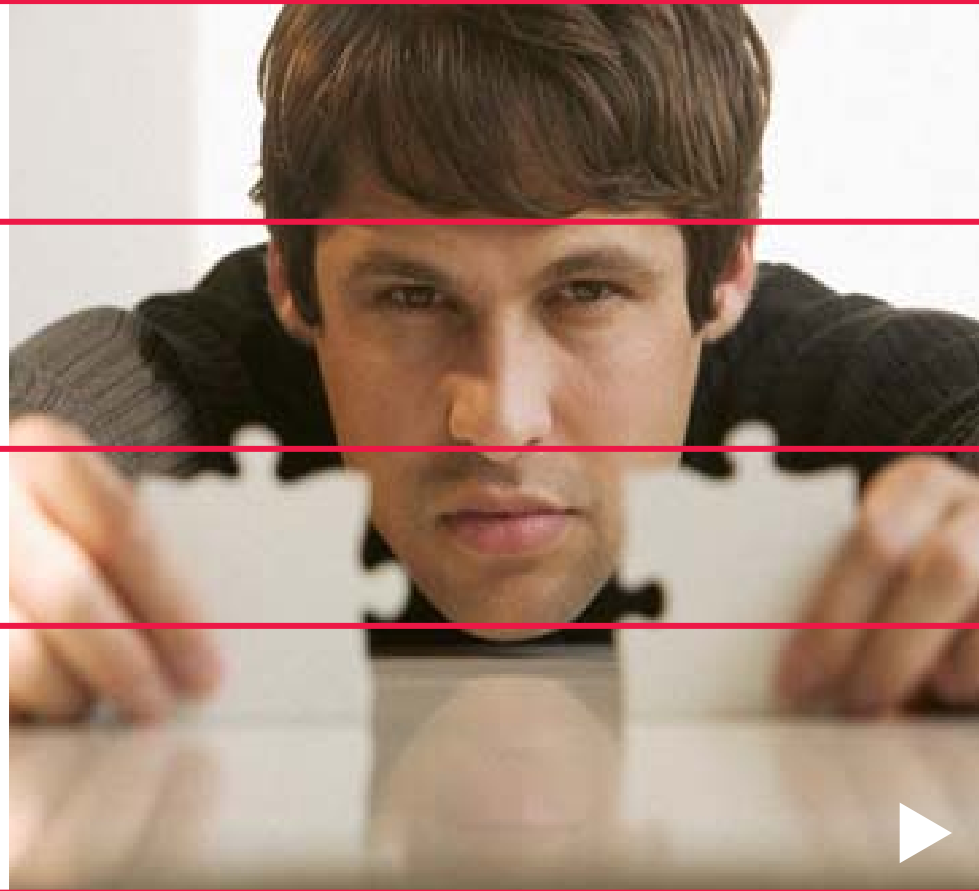
errors can originate during the registration process because delegates fail to complete forms, or by using a hard-to-read handwriting style

automate responses

delegates may forget to send in their forms and even forget about the event dates

be totally secure

the system can link with any website and is totally secure as each delegate enters their own private details. the likelihood of errors due to bulk data entry is therefore negligible



advantages of the delegate management system

features
in detail



overcome risks

inaccurate conference details, wrong seminar choices and misspelled name badges can have a negative impact on delegate satisfaction

dms minimises these risks and allows clients to effectively brand conferences and events online, ahead of the event

avoid errors

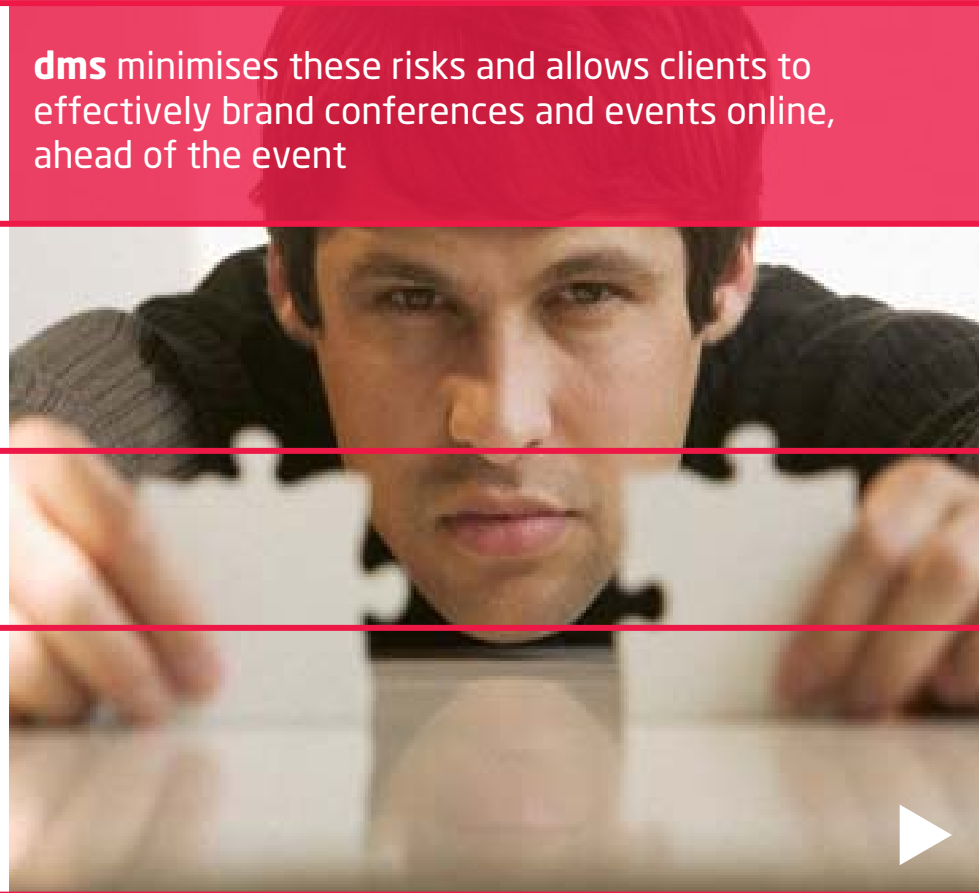
errors can originate during the registration process because delegates fail to complete forms, or by using a hard-to-read handwriting style

automate responses

delegates may forget to send in their forms and even forget about the event dates

be totally secure

the system can link with any website and is totally secure as each delegate enters their own private details. the likelihood of errors due to bulk data entry is therefore negligible



advantages of the delegate management system

features
in detail



overcome risks

inaccurate conference details, wrong seminar choices and misspelled name badges can have a negative impact on delegate satisfaction

dms minimises these risks and allows clients to effectively brand conferences and events online, ahead of the event

avoid errors

errors can originate during the registration process because delegates fail to complete forms, or by using a hard-to-read handwriting style

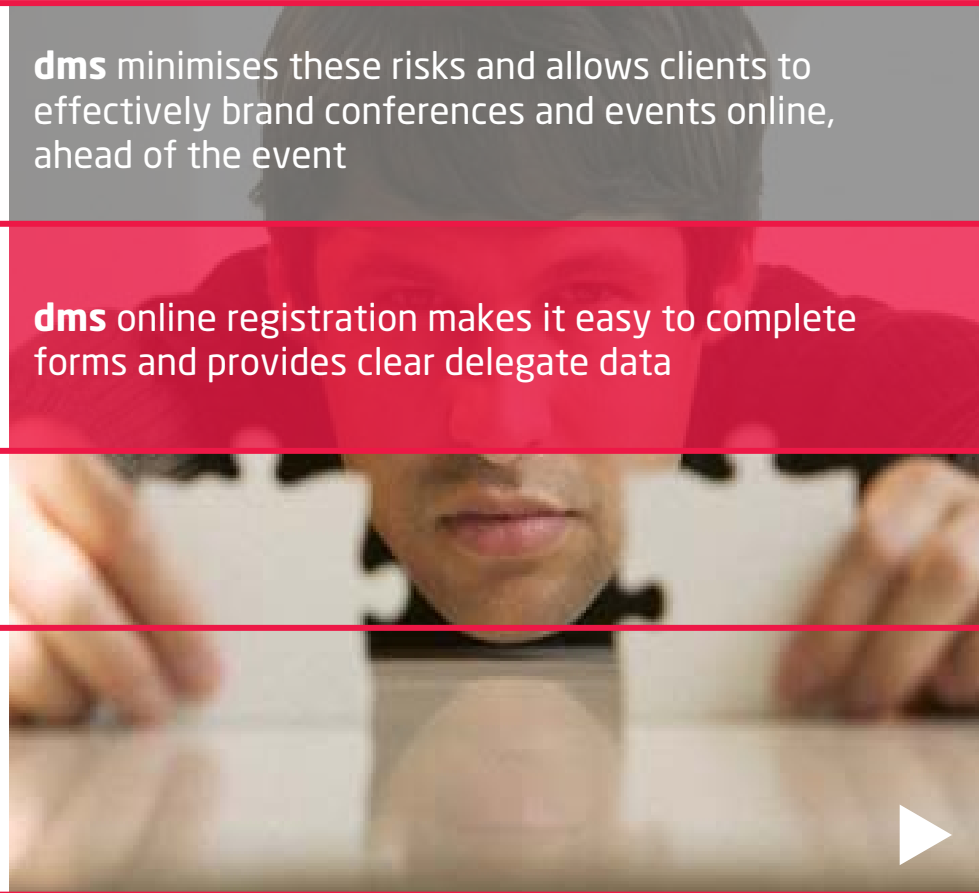
dms online registration makes it easy to complete forms and provides clear delegate data

automate responses

delegates may forget to send in their forms and even forget about the event dates

be totally secure

the system can link with any website and is totally secure as each delegate enters their own private details. the likelihood of errors due to bulk data entry is therefore negligible



advantages of the delegate management system

features
in detail



overcome risks

inaccurate conference details, wrong seminar choices and misspelled name badges can have a negative impact on delegate satisfaction

dms minimises these risks and allows clients to effectively brand conferences and events online, ahead of the event

avoid errors

errors can originate during the registration process because delegates fail to complete forms, or by using a hard-to-read handwriting style

dms online registration makes it easy to complete forms and provides clear delegate data

automate responses

delegates may forget to send in their forms and even forget about the event dates

dms automated response can be sent on submission of the booking form. email can be sent out to all registered delegates with useful reminders and event updates

be totally secure

the system can link with any website and is totally secure as each delegate enters their own private details. the likelihood of errors due to bulk data entry is therefore negligible



advantages of the delegate management system

features
in detail



overcome risks

inaccurate conference details, wrong seminar choices and misspelled name badges can have a negative impact on delegate satisfaction

dms minimises these risks and allows clients to effectively brand conferences and events online, ahead of the event

avoid errors

errors can originate during the registration process because delegates fail to complete forms, or by using a hard-to-read handwriting style

dms online registration makes it easy to complete forms and provides clear delegate data

automate responses

delegates may forget to send in their forms and even forget about the event dates

dms automated response can be sent on submission of the booking form. email can be sent out to all registered delegates with useful reminders and event updates

be totally secure

the system can link with any website and is totally secure as each delegate enters their own private details. the likelihood of errors due to bulk data entry is therefore negligible

dms enables conference owners maintain overall control and still amend delegate information where needed with Client 'read-only' access allowed



advantages of the delegate management system

features
in detail



overcome risks

inaccurate conference details, wrong seminar choices and misspelled name badges can have a negative impact on delegate satisfaction

dms minimises these risks and allows clients to effectively brand conferences and events online, ahead of the event

avoid errors

errors can originate during the registration process because delegates fail to complete forms, or by using a hard-to-read handwriting style

dms online registration makes it easy to complete forms and provides clear delegate data

automate responses

delegates may forget to send in their forms and even forget about the event dates

dms automated response can be sent on submission of the booking form. email can be sent out to all registered delegates with useful reminders and event updates

be totally secure

the system can link with any website and is totally secure as each delegate enters their own private details. the likelihood of errors due to bulk data entry is therefore negligible

dms enables conference owners maintain overall control and still amend delegate information where needed with Client 'read-only' access allowed

In addition **secure online credit card payments** can be managed by the reputable payment system **PayPal**.



more advantages of the **d**elegate **m**anagement **s**ystem

more
benefits



event information

detailed reports

report design

monitoring

automated response

environmentally friendly



more advantages of the **d**elegate **m**anagement **s**ystem

more
benefits



event information

dms can contain links to location maps and programmes

detailed reports

report design

monitoring

automated response

environmentally friendly



more advantages of the d delegate m management s system

more
benefits



event information

dms can contain links to location maps and programmes

detailed reports

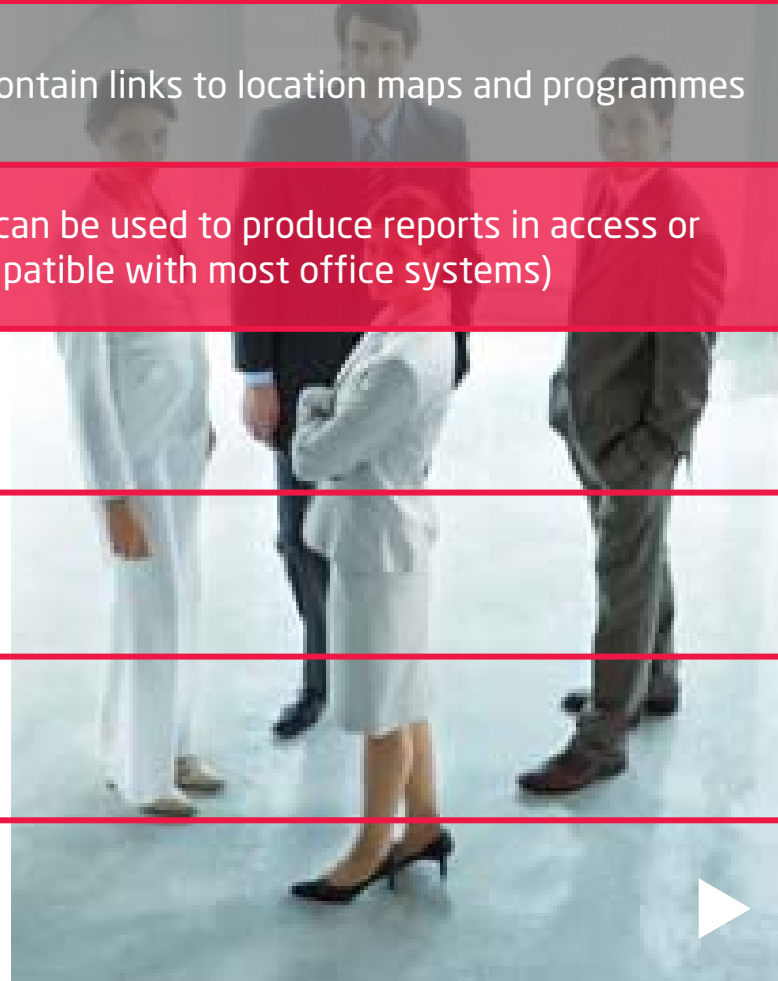
dms data can be used to produce reports in access or excel (compatible with most office systems)

report design

monitoring

automated response

environmentally friendly



more advantages of the delegate management system

more
benefits



event information

dms can contain links to location maps and programmes

detailed reports

dms data can be used to produce reports in access or excel (compatible with most office systems)

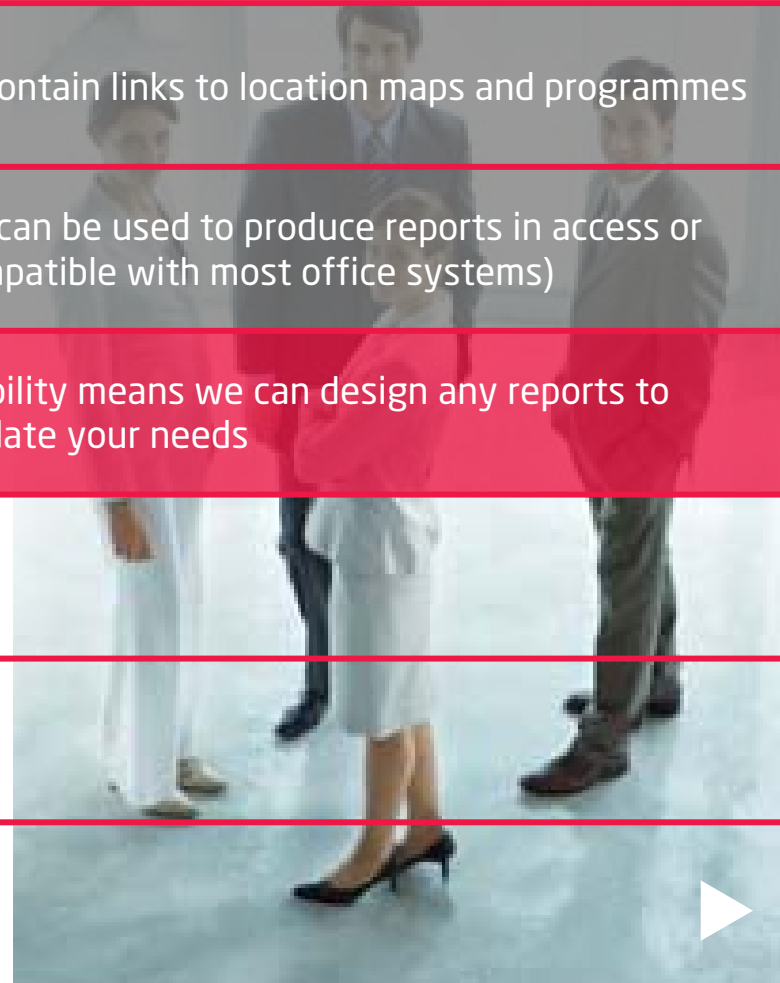
report design

dms flexibility means we can design any reports to accommodate your needs

monitoring

automated response

environmentally friendly



more advantages of the d delegate m management s system

more
benefits



event information

dms can contain links to location maps and programmes

detailed reports

dms data can be used to produce reports in access or excel (compatible with most office systems)

report design

dms flexibility means we can design any reports to accommodate your needs

monitoring

dms can be set for a maximum number of delegates for each event, delegates can automatically go on a 'wait list' once the event is full

automated response

environmentally friendly



more advantages of the d delegate m management s system

more
benefits



event information

dms can contain links to location maps and programmes

detailed reports

dms data can be used to produce reports in access or excel (compatible with most office systems)

report design

dms flexibility means we can design any reports to accommodate your needs

monitoring

dms can be set for a maximum number of delegates for each event, delegates can automatically go on a 'wait list' once the event is full

automated response

dms gives immediate automated responses to complete the booking form submission process

environmentally friendly



more advantages of the delegate management system

more
benefits



event information

dms can contain links to location maps and programmes

detailed reports

dms data can be used to produce reports in access or excel (compatible with most office systems)

report design

dms flexibility means we can design any reports to accommodate your needs

monitoring

dms can be set for a maximum number of delegates for each event, delegates can automatically go on a 'wait list' once the event is full

automated response

dms gives immediate automated responses to complete the booking form submission process

environmentally friendly

dms is the planet friendly paperless system for effective delegate management



more advantages of the **d**elegate **m**anagement **s**ystem!

**system
overview**



booking forms can be tailored to any specification, including:

**alternative address fields for
invoicing / joining instructions**

compulsory terms and conditions

badge name on day

mailing codes

dietary or special requirements



more advantages of the delegate management system!

recent
clients



recent clients have included

co-operatives UK

European Regional Assembly, New Century House, Manchester - November 2006. 350 delegates over two days attending both complex exhibition and conference. Plenary sessions and break-outs. Full event management.



pricewaterhousecoopers

Eurofirms Advisory Academy 2006, Disneyland Paris - September 2006. 2000 attendees over one week event. Website design. Delegate Management System. On-site registration and assistance.



ebay

Contracted to run eBay University since March 2005. Managed 28 events, with in excess of 350 delegates. Various other events including annual staff Christmas party.



novo nordisk

Full event management of the Annual Sales conference for 250 delegates since 1998. Locations all over the world including Spain, Athens, Jamaica, Brighton and Arizona.



theconferencepeople

www.confpeople.co.uk

© 2007



the conference people bespoke delegate management system



contact us

Lismore House,
14 Lismore Road, Eastbourne,
East Sussex, BN21 3AT,
United Kingdom

T: +44 (0)1323 644644

F: +44 (0)1323 644904

E: venues@confpeople.co.uk





theconferencepeople

corporate events ● incentive programmes ● seminars
international conventions ● logistical support ● travel
product launches ● training courses ● special events
social programmes ● team building