



# Registration Management Services

Create a great first impression with a simple, flexible and hassle-free registration experience.



## KNOWLEDGEABLE STAFF

Talk to a dedicated manager, not a support line. We'll use our experience and expertise to help shape the registration experience for your attendees.

## ATTENDEE COMMUNICATION

Communication is key! Send invites and updates with a click of a button. Email campaigns have never been easier!

## ONLINE FINANCIAL PROCESSING

Know the numbers at a glance in real-time. Feel confident with secure online credit card cashiering and check reconciliation.

## CUSTOMIZED SOFTWARE

With ConferenceDirect, there is no need to keep "making it work" in a template registration solution. Our experts will design and create custom web pages for each event so that it is a perfect fit for your needs.

## CUSTOMIZED MEETING WEBSITE

ConferenceDirect can create a complete website for your meeting. The sites can contain all of your meeting information, such as an Overview, Speaker Bio's, Travel and Hotel Information, Sponsor Recognition, Interactive Agendas, and Attendee Schedule builders with Session Management. We will configure a customized meeting website without any costly coding.

## BACK OFFICE MANAGEMENT

ConferenceDirect's administrator access allows 24/7 access to registration information. An intuitive interface provides easy viewing of reports and registration records. Using the built-in report creator, reporting options are almost limitless. Once a report is built it can be saved as if it was a standard report, all at no additional fees.

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## ONLINE FINANCIAL PROCESSING

ConferenceDirect has established integrations with the major online processing organizations (PayPal – Payflow Pro, Verisign, Authorize.net, Cybersource). These accounts can be used by the client to funnel registration revenue directly into the meeting bank account resulting in close to real-time access to registration revenue.

## CREATIVE SERVICES

ConferenceDirect is able to deliver conference identity Creation & Management. From Graphic Design (Conference Identity Creation & Management), Flash Animation (movies, speaker/sponsor slideshows), Video Production, Social Media Integration & Management (Twitter, Facebook, YouTube), or Email Campaign Creation/Management we have the tools and abilities to make your event website shine.

## ONSITE SERVICES

ConferenceDirect can provide onsite Registration Managers to coordinate all of your onsite requirements accurately and efficiently. Registration managers are able to assist with, training and managing volunteers, coordinating registration materials and equipment, overseeing badge printing and check in, running onsite reports, etc.



**ConferenceDirect**  
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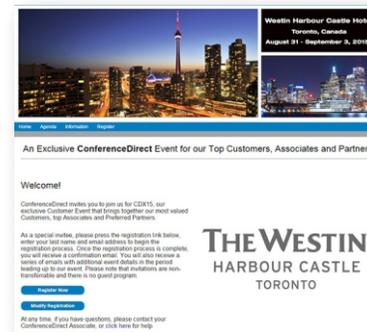
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## Customized Website Samples

Custom Website Design



Custom Website Design



Dashboard / Reporting Portal

