



FEATURES AT A GLANCE

| USER SIDE FEATURES | CONFERENCE | SUMMIT | EXHIBITION |
|--|------------|--------|------------|
| Own Branding | ✓ | ✓ | ✓ |
| Custom Registration | ✓ | ✓ | ✓ |
| Multiple Registration | ✓ | ✓ | ✓ |
| Profiling with Photo/Logo/Document Upload | ✓ | ✓ | ✓ |
| Online Payment/Invoicing | ✓ | ✓ | ✓ |
| Conference Program with Session Selection | ✓ | ✓ | ✓ |
| Audience Feedback | ✓ | ✓ | ✓ |
| One-to-one Meetings – using Diaries | ✓ | ✓ | ✓ |
| One -to-one Meetings – using Priority Lists | | ✓ | |
| Extra Pages with own content | ✓ | ✓ | ✓ |
| Badges & e-ticketing | ✓ | ✓ | ✓ |
| Personalized Itinerary | ✓ | ✓ | ✓ |
| Dynamic floor plans | | | ✓ |
| Lead Retrieval and Attendance Mobile Apps | ✓ | ✓ | ✓ |
| Arrives Web App | ✓ | ✓ | ✓ |
| User Interface as a Web App | ✓ | ✓ | ✓ |
| Multilingual Capability | ✓ | ✓ | ✓ |
| ADMIN SIDE FEATURES | | | |
| Web-site content management | ✓ | ✓ | ✓ |
| Registrant data management | ✓ | ✓ | ✓ |
| Custom email/SMS templates | ✓ | ✓ | ✓ |
| On-screen Analytics and Reporting to Excel | ✓ | ✓ | ✓ |
| Ad hoc Meeting Scheduler (available on/off site) | ✓ | | ✓ |
| Automatic Matching/Meeting Scheduling | | ✓ | |
| Assign Attendees to Group Activities | ✓ | ✓ | ✓ |
| Floor Plan Design Tool | | | ✓ |
| Data Upload | ✓ | ✓ | ✓ |



All features available for **IN-PERSON** events. All features **except those in blue** available for **VIRTUAL** Events.

| USER SIDE FEATURES | C | S | E |
|--|----------|----------|----------|
| Own Branding | ✓ | ✓ | ✓ |
| If it is important to you to maintain your own branding, rather than send users to a generic site for registration, payment and other activities, then Delegate Select offers you the ideal solution. Either integrate our functionality into your website through an i-frame or have us quickly set up a custom event website with your branding, graphics, color scheme and fonts. | | | |
| Custom Registration | ✓ | ✓ | ✓ |
| Customizable registration forms enable you to capture as much or as little information about attendees at your event as needed, using text fields, combo-boxes, radio buttons and check-boxes. Supplementary forms permit the input of hotel, flight information or other data. If you run multiple events for the same group of attendees, then users' details once entered, can be available for future events. The system can be set so that registrants are marked as automatically approved on registration, or as requiring approval from the organizer before being admitted to an event. | | | |
| Multiple Registration | ✓ | ✓ | ✓ |
| Registrants are able to add additional attendees from their company. If payment is involved a single payment can be made to cover their participation. If the event involves networking, additional attendees can be set as either networking or non-networking attendees. In the case of an exhibition, a stand manager can add additional staff members with their own diaries to whom confirmed appointments can then be assigned. | | | |
| Profiling with Photo/Logo/Document Upload | ✓ | ✓ | ✓ |
| Profiling information, sometimes referred to as demographics, can be extremely useful for both event organizers and, if your event includes networking, potential meeting partners. Our graphical interface permits you to quickly create profiling categories to be displayed as radio buttons, checkboxes, combo-boxes and text fields. Conditional profiling is permitted, where the selection of an element can open a further profiling category. Users can crop and upload photos and company logos, as well as documents. | | | |
| Online Payment/Invoicing | ✓ | ✓ | ✓ |
| When you use our payment service to collect payment online, we integrate with your preferred payment gateway (e.g. Stripe, Worldpay, Sagepay or Paypal) in the currency of your choice. Use our service to automatically generate invoices and payment receipts. Our payment module can handle discounts and promotions and allows organizers to design a bespoke payment package for a specific registrant or groups of registrants. The module also permits registrants to pay to attend a particular program session and automatically be marked into the session. Limits can be set on the number of tickets sold. | | | |
| Conference Program with Session Selection | ✓ | ✓ | ✓ |
| You have full control over the published content of your conference agenda, with the ability to make changes at any time. Define single or multi-stream programs. Set session attendance limits. Display speaker profiles. Enable attendees to ask speakers a question. Permit speakers to see attendees who have booked into their session. Produce reports of session attendees. | | | |

| USER SIDE FEATURES (Cont.) | C | S | E |
|---|---|---|---|
| Audience Feedback | ✓ | ✓ | ✓ |
| Once a session has started, attendees are able to give a star-rating and feedback using their phone or another mobile device. This data becomes available to the event organizer in a report. | | | |
| One-to-one Meetings – using Diaries | ✓ | ✓ | ✓ |
| Our one-to-one meeting service is intuitive for users and integrates smoothly with your event agenda. The service can be set for one group so that any attendee can meet any other. Or it can be set up with two groups to enable meetings, for instance, between visitors and exhibitors, or buyers and vendors. In diary mode, little involvement from the organizer is required. A participant requests a meeting and the recipient confirms at a mutually available time presented by the system. Or else the recipient declines or ignores the request. Alternatively, the system can be set so that one party (e.g. a pre-qualified buyer) can book an appointment directly in the others party's (e.g. vendor) diary. Meetings can take place at a dedicated meetings place (e.g. exhibitor stand) or a table allocated from a pool at the time of confirmation. | | | |
| One -to-one Meetings – using Priority Lists | ✓ | ✓ | |
| As with the diary based solution, this service can be set for one group or two. Participants at a conference or summit review prospective meeting partners and give the thumbs up to those they wish to meet or, if so configured, the thumbs down to those they do not. They may then prioritize their list of prospective meeting partners using a drag-and-drop interface. Optionally, each party may see others who have put them high on their list and drag them onto theirs. Through the administrative desk, the organizer confirms and schedules meetings based on the participants' preferences. | | | |
| Extra Pages with own content | ✓ | ✓ | ✓ |
| Add new pages with text, images and multimedia content. Such pages may, for example, be used to show information about sponsors, speakers, venue and directions, hotels and accommodation, attendee lists, joining instructions or event personnel. Links will automatically appear on the menu bar, which can be configured to display horizontally or vertically. | | | |
| Badges & e-ticketing | ✓ | ✓ | ✓ |
| If you have your own badge creation software, simply export your registrant data to an Excel file through our web-based administrative interface. Alternatively, use our online facility to print registrant badges either singly or in batches. Your badges may be color-coded to quickly identify different registrant types (e.g. delegate, vendor, speaker or staff) and may contain your event logo, a barcode/QR code and even a registrant's photo. Badges can be produced in duplicate, so that when folded across a vertical or horizontal fold, the same badge appears front and back when affixed to a lanyard. The system can also be set to produce e-tickets. | | | |



| USER SIDE FEATURES (Cont.) | C | S | E |
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| Personalized Itinerary | ✓ | ✓ | ✓ |
| Prior to and during the event, attendees can view their personalized itinerary with details of their program session selections and confirmed meetings. They can print their itinerary, send it to themselves by email, and export it via iCal to an external diary. The system can send a direct link via email or SMS to event registrants, enabling them to place an icon on their mobile phone. When clicked, the icon can be set land them within the mobile web app on their itinerary page. Changes to an individual’s meeting schedule made by the organizer through the admin desk during an event will automatically appear in the itinerary when refreshed. | | | |
| Dynamic floor plans | | | ✓ |
| This feature enables exhibitors to select their stands online. When doing so, they can see which companies have already selected neighbouring stands. Their stand location can be made visible immediately to website visitors with no publication process required. | | | |
| Lead Retrieval and Attendance Mobile Apps | ✓ | ✓ | ✓ |
| With our <i>LeaDS</i> mobile app, exhibitors scan the badges of visitors to their stand using their phone, i-pad or tablet device. (Apple or android are supported). They can annotate the data captured, sync with our servers and email a spreadsheet to themselves containing the details of their visitors. If permitted by the organizer, the <i>LeaDS</i> app can also be used by delegates to scan a QR code on the badge of a fellow delegate to capture details. Our <i>AttenDS</i> mobile app enables event staff to scan a QR or bar-code on an attendee’s badge in order to have that person marked on the database as having arrived or attended a specific session. | | | |
| Arrives Web App | ✓ | ✓ | ✓ |
| Our “Arrives” web app runs on either an i-pad or tablet and can be used by event registration staff to quickly identify arriving attendees and mark them as having arrived on the database. If connected to a badge printer, a badge can be printed on demand for arriving participants directly from the app. | | | |
| User Interface as Web App | ✓ | ✓ | ✓ |
| Because the whole user-side interface to our conference, summit and exhibition service is <u>responsive</u> , all functionality is available to users on a PC, laptop, tablet or mobile device. Some may choose to interact solely via their phone to register, profile themselves, select sessions from the event agenda, arrange one-to-one meetings, and view their itinerary for the event. No download is needed to use our service as a web app. Although wifi is desirable, 3G or 4G phone connectivity will suffice too. | | | |
| Multilingual Capability | ✓ | ✓ | ✓ |
| Arabic, Portuguese, and Russian are some of the languages in which websites using our service are displayed. For any language, the corresponding words and phrases can be set up and that specific dictionary assigned to an event. | | | |

| ADMIN SIDE FEATURES | C | S | E |
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| Web-site content management | ✓ | ✓ | ✓ |
| Through a secure administrative desktop, manage the text that appears on your user-facing website. Set up profiling categories, your program/agenda, meeting times and locations, and extra pages. Define and update “products”, prices, discounts and promotions. No publication process is required. Save your changes and the results are immediately visible. | | | |
| Registrant data management | ✓ | ✓ | ✓ |
| View and amend your registrant data. See who has registered, how they have profiled themselves, their program selections, their requested and confirmed meetings and communications sent to them through the administrative desktop. Use simple or complex search criteria to “cut and dice” your data in myriads of ways. Create target groups for emailing, SMS and export to Excel spreadsheets. | | | |
| Custom email/SMS templates | ✓ | ✓ | ✓ |
| Copy and amend existing email templates or create custom templates of your own. These may contain system tags to be substituted by user data in targeted e-mail shots to create personalized communications. Notification emails can be send to a person other than that registered, such as an executive’s PA. Copy and amend existing SMS templates or create custom templates of your own. These may contain system tags to be substituted by user data in targeted SMS broadcasts. | | | |
| On-screen Analytics and Reporting to Excel | ✓ | ✓ | ✓ |
| View tabular and chart details for your event, including daily registrations and meetings. Choose from a range of pre-configured reports to export information about registrants' contact details, profiles, meetings, session selection and payments to an Excel spreadsheet. If your event includes meetings and attendees who have arrived are marked as such on our database, then an “Imminent Meetings” report can highlight forthcoming meetings that are in danger because either or both parties are not yet on site. | | | |
| Ad hoc Meeting Scheduler (available on/off site) | ✓ | | ✓ |
| The ad-hoc meeting scheduler permits organizers to arrange meetings at the event among attendees at mutually convenient times and send notification messages via SMS. | | | |
| Automatic Matching/Meeting Scheduling | | ✓ | |
| The automatic scheduler produces optimized itineraries for attendees based on their ordered lists of preferred meeting partners. It also permits administrators to intervene manually to override or pre-empt meetings confirmed or scheduled by the system. | | | |
| Assign Attendees to Group Activities (including lunch/dinner tables) | ✓ | ✓ | ✓ |
| Mark sessions as "Group Activities" and then drag-and-drop attendees into these activities. These activities may be roundtables, workshops, product demonstrations as well as tables at luncheons or dinners. When assigning attendees to a specific activity, the organizer can exclude attendees with whom they have met previously during the event. This may be particularly useful when seating attendees at formal lunches or dinners. | | | |



| ADMIN SIDE FEATURES (Cont.) | C | S | E |
|---|---|---|---|
| Floor Plan Design Tool | | | ✓ |
| The floor plan design tool, specifically for exhibitions, puts the organizer in the driving seat. It permits the creation and update of a floor plan. Stands may be split, merged, added and removed at will, right up to the day of the event. Changes made to the plan are immediately reflected on the user website. | | | |
| Data Upload | ✓ | ✓ | ✓ |
| Our powerful data upload utility permits you to import an Excel spreadsheet containing registrant data. By dragging and dropping, you can match columns in your spreadsheet with fields in the database. The utility has built-in editing checks to minimize the possibility of loading data erroneously. | | | |

| Gala Dinner Table Booking & Seating Management |
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| <p>Through this separate module, the following features are available:</p> <ul style="list-style-type: none"> • online booking of tables and/or seat(s) • automatic invoicing and/or online payment for tables and seats booked • management of who sits on which seat and the attendee’s dietary requirements by the person making the booking • easy-to-use tool for organizer to place and arrange those booking individual seats at tables • ability to email/SMS to all guests with their table number • printing of seating plans |



WHAT SOME OF OUR CUSTOMERS SAY ABOUT US

“We have used Delegate Select’s registration and meeting system for the past four years at Event Buyers Live to outstanding effect. The buyers and suppliers have been really delighted with the outcome. The system is great. So too is Delegate Select’s customer support. I have nothing but positive things to say”

Neil Fagg, Event Manager, Event Buyers Live – Standout Magazine

“The diary system at the Business Travel Show and Travel Technology Europe is always really well received by both buyers and suppliers and definitely contributes to making the events the success they are. Year on year, we have had record visitor numbers and a record re-book, so everyone is delighted with the results. I very much enjoy working with Delegate Select.”

Graham Angus, Hosted Buyer Manager, Centaur Media

“We were very happy with the way that Delegate Select worked for this event both in the run up and as a way to managing the day and really appreciate the support that we had from you and your team. The feedback on the event from our delegates, both international and UK, has been fantastic and hopefully will result in a lot of new business for UK food and drink exporters!”

Elsa Fairbanks, Director, Food & Drink Exporters Association

“On behalf of the Saint Lucia Tourism Authority, I wanted to say a heartfelt thank you to Delegate Select for the meeting scheduling service. Everything went so very well, and it’s all because of you. Thanks for the prompt responses and assisting with every little inquiry. We will definitely use the services of Delegate Select again for Showcase North America.

Kelly Fontanelle, Director of Marketing USA, Saint Lucia Tourism Authority

“We are glad to let you know that once again this year’s JumpStart was a success. We truly appreciate all your help over the last year and we couldn’t do it without you!”

Aneil Patel, Senior Director, Air Policy, Airports Council International – North America