



FEATURES AT A GLANCE (FEBRUARY 2015)

USER SIDE FEATURES	CONFERENCE	HOSTED BUYER	EXHIBITION	GALA DINNER
Own Branding	✓	✓	✓	✓
Custom Registration	✓	✓	✓	✓
Registrant Profiling with Photo/Logo Upload	✓	✓	✓	
Online Payment/Invoicing	✓	✓	✓	✓
Conference Program with Session Selection	✓	✓	✓	
Real time Audience Feedback	✓	✓	✓	
One-to-one Meetings – using Diaries	✓	✓	✓	
One -to-one Meetings – using Wish Lists		✓		
Extra Pages with own content	✓	✓	✓	✓
Badges & e-ticketing	✓	✓	✓	✓
Personalized Itinerary	✓	✓	✓	
Dynamic floor plans			✓	
Exhibitor Lead Retrieval			✓	
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			✓	
Gala Dinner Table Booking & Seating Management				✓
Data Upload	✓	✓	✓	✓

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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 graphics and color scheme.				
Custom Registration	✓	✓	✓	✓
Customizable registration forms enable you to capture as much or as little information about attendees at your event as needed. Supplementary forms permit the input of hotel, flight information or other data. If you run multiple events for the same industry sector, then users only have to submit their details once and these can be available for future events.				
Registrant Profiling with Photo/Logo Upload	✓	✓	✓	
Profiling information, sometimes referred to as demographics, can be extremely useful for both event organizers and, if your event includes one- to-one networking, potential meeting partners. Our graphical interface permits you to quickly create profiling categories to be displayed as radio buttons, checkboxes, or combo-boxes. Users can crop and upload photos and company logos.				
Online Payment/Invoicing	✓	✓	✓	✓
When you use our payment service to collect payment online, we integrate with your preferred payment gateway (e.g. Worldpay, Sagepay or Paypal) in the currency of your choice. Use our service to automatically generate invoices and payment receipts.				

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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.				
Real time Audience Feedback	✓	✓	✓	
Once a session has started, attendees are able to give a star-rating and feedback in real time on their phone or other mobile device. This becomes available to the administrator in a report.				
One-to-one meetings - using Diaries	✓		✓	
Our one-to-one meeting service is simple to use 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, should, for example, you wish to permit meetings specifically between visitors and exhibitors, or buyers and suppliers.				
One-to-one meetings - using Wish-lists		✓		
Buyers and sellers at hosted buyer/summit events review prospective meeting partners and create a short list of those they wish to meet - and those they don't. They can modify and re-order their list online. Optionally, sellers may see buyers who have put them high on their list and vice-versa.				
Extra pages with own content	✓	✓	✓	✓
Add new pages at will with text, images and multimedia content. Such pages might be used to show information about sponsors, event venue, accommodation, and event personnel. Links will automatically appear in the side or top menu bars.				

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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 contain your logo, a barcode/QR code and even a registrant's photo.				
Personalized Itinerary	✓	✓	✓	
At any time prior to or during the event, attendees can view their personalized itinerary with details of their program session selections and confirmed meetings. They can print the itinerary to send it to themselves by email.				
Dynamic Floorplans			✓	
This feature enables exhibitors to select their stands online. When doing so, they can see which companies have already selected neighboring stands. Their stand location can be made visible immediately to website visitors with no publication process required.				
Exhibitor Lead Retrieval			✓	
With our neat mobile app, exhibitors scan the badges of visitors to their stand using their android device, i pad or i phone. They can annotate the data captured, sync with our servers to download additional data and email a spreadsheet to themselves containing the details of their visitors.				
Multilingual Capability	✓	✓	✓	✓
Arabic, Portuguese, Russian...are some of the languages in which websites using our service display. It's just a matter of setting up the corresponding words and phrases in a dictionary.				

ADMIN SIDE FEATURES	CONFERENCE	HOSTED BUYER	EXHIBITION	GALA DINNER
Website Content Management	✓	✓	✓	✓
Through a secure administrative desktop, manage the text that appears on your user 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.				
Advanced Search	✓	✓	✓	✓
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 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.				
Custom SMS Templates	✓	✓	✓	✓
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.				

ADMIN SIDE FEATURES	CONFERENCE	HOSTED BUYER	EXHIBITION	GALA DINNER
Report Generation to Excel	✓	✓	✓	✓
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.				
Ad-hoc meeting Scheduler	✓		✓	
The ad-hoc meeting scheduler permits you to arrange meetings at the event among attendees at mutually convenient times and send notification messages using SMS.				
Automatic Matching/Meeting Schedule		✓		
The automatic scheduler produces optimized itineraries for attendees based on their wish list preferences. It also permits administrators to intervene manually to override or pre-empt meetings assigned by the system.				
Assign Attendees to Group Activities	✓	✓	✓	
Mark sessions as "Group Activities" and then drag-and-drop attendees into these sessions. Filter to exclude attendees who have met in previous activities. Ideal also for seating attendees at lunches and dinners.				
Floor Plan Design Tool			✓	
The floor plan design tool puts you, the organizer, in the driving seat. It enables you to create or modify a floor plan. You may split, merge, add and remove stands at will, right up to the day of your event. Changes made to the plan are immediately reflected on the user website.				
Data Upload	✓	✓	✓	✓
Our 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.				