

Advantages

- Automates your routine tasks
- Rules out traditional sources of error
- Addresses participants individually
- Highly accepted online registration
- Faster, more efficient registration process – for all involved

Checklist for your Event

Give us key data for your event:

- Name, Place and Date of Event
- Projected Number of Participants
- Selected Hotels and Room Block Reservations
- Data to be collected:
 - Personal Data (Last Name, First Name, Phone Number, etc.)
 - Travel Arrangements and Transfer Requests
 - Workshop Registration, Social Program
 - Hotel Reservations
 - Individual Requests

Colada makes your communication with event participants central, smooth and efficient!

Our services include:

- Web site design and layout created for your event
- Design and distribution of personalized email invitations, reminders, and registration confirmation
- Development of intelligent registration forms
- Workshop Management, Group Management and Hotel Reservation Management
- Information Gathering for arrival and departure
- Online questionnaire and feed back analysis
- Real-Time Reporting

GIVE US A CALL!

052 632 05 50

In just ten minutes, we'll show you how you can save days!

Our Team at colada.services wants to manage your event!

Our Profile

salce is one of the most innovative providers in the field of web services for marketing and sales. We've designed colada as a comprehensive portfolio of professional solutions and services for all sized businesses. A steadily growing number of customers depend on colada each and every day to reduce operating costs and raise productivity.

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colada.services
 For Participant Management and
 Event Registration Management



Our Services

1. Design, development, management of your event Web Site
2. Design and distribution of personalized emails, invitations, and campaigns
3. Development of intelligent and flexible registration forms
4. Group Management, Program and Workshop Management, and Hotel Reservation Management
5. Integration of eCommerce to facilitate payment
6. Automatic generation of Registration Confirmation
7. Real-time reporting using Excel
8. Name Badge Printing and Billing
9. Online Questionnaire and Feedback Analysis
10. Project Management including Consulting and Support

Your Benefits

- Flawless Event Logistics
- High degree of acceptance by participants, high rate of participant satisfaction
- Time Savings of up to 80%!
- Real-Time Online Analysis and Information

Smooth Event Processing



Step 1

E-mail invitations

- Send us an Excel-file with participant data and your invitation message
- With this data, colada generates a personalized letter of invitation sent email to prospective attendees
- A link to your event web site and log-in for event registration is published on your invitation

Your advantage:

- Electronic registration management makes the complete process of registration smooth and efficient.

HINT

- Make sure participant email address are correct
- Use a trustworthy address to send from such as (ceo@yourcompany.com)

Event Web Site

- We develop your event web site quickly and efficiently to match your corporate design
- Additional documents to be downloaded can be inserted at any time

Your advantage:

- Event information, directions and social program information are online and always up to date

HINT

- Establish your own domain such as www.yourcompany.com/yourevent
- Publicize your event in several languages

Consult us!



Step 2

Intelligent Reservations

- Registrations forms are part of your web layout
- Email invitations have the log-in for to register for the event
- Personal participant data already given is published on forms
- Required fields, security checks, restrictions and limitations and other tools are integrated according to your needs
- Hotel reservations for blocks of rooms are offered
- Complete translation services for your event

Your advantage:

- Personalized registration, efficient and customized to your attendees
- Each participant is able to change or cancel his/her registration
- You are always in control of registration, capacities and payments received

HINT

Use our additional services offered:

- Payment reconciliation by credit card or automatic debit transfer system
- One on one meetings at conferences or training sessions

Consult us!



Step 3

Confirmation of Registration

- Participant registration data printed on customized Email confirmation
- Confirmation of information by participant
- Participant is able to change or cancel registration
- Security guaranteed through individually generated confirmation code

Your Advantage:

- Registration confirmation allows participants to be able to change information given

HINT

Use our further options:

- Name badge printing and/or billing (PDF-file)

Online Questionnaire

- Anonymous or by name event analysis
- Rating instruments such as marks, scales, comments, suggestions for improvement, or recommendations can be incorporated

Your Advantage:

- Up-to-date participant feedback helps you to evaluate the success of your event

Reporting and Dashboards

- You receive your own log-in for your event
- Security is guaranteed according to international certification

Your Advantage:

- colada collects participant data in real-time for you to use on-screen or as an Excel-file
- You remain in control of your event, your main focus remains on your business

STEP 1 →

STEP 2 →

STEP 3 →

