Feature guide

To enhance your user experience of Conference Manager, this overview provides you with a complete list of features and system configurability.



Conference Manager makes your event planning easy

The system is built in a simple and user-friendly way. When you are creating an event all you have to do is follow the tabs from left to right.

	Registered Waiting Int Capacity Website
Pranning the Event Website invite and remind Participants Questionaire Basic satue Confirmation and ticket	Communication 🖉 External login
· · · · · · · · · · · · · · · · · · ·	
Setup	Bisić Stilup Payment Participant categories Personal details
Event: Conference Manager Event	N EAR
Internal name	
m The Event	Settings
Specify the capacity, date of holding etc here.	Basic setting for your Event.
Number of participants: 10000 The waiting list is activated in case of more registrations	Prices: Prices are stated in DKK
Manual seat reservations is active	Gratos
Unoit 5 Feb 2021 23:00	Language Dansk
Registration deadline: 1 Feb 2021 0800 Online deregistration: Not allowed	Involce: Managed by Conference Manager
The participants may odd the registration until Always allowed	Reservation: Inactive
💊 Redigér	€ 66R
Corganiser	🔭 Venue
 Information is given here about the person behind the Event.	Itere info about the location is given for the Event venue.
 Name Info-Connect A/S Address: Koneweien 288	Name Info-Connect A/S Address: Konewinin 288
Postcode 2020 Location Virum	Postcole 2000
Country Danmark Telephone 8883020	Country: Danmark Telephone: 08833030
Website www.info-connect.dk Email infloorferencemanager.dk	Website www.info-connect.dk
Corp ID: 19756289	N ₂ Edit
Seat 1	



the event.

Welcome

We hope that this guide can help you obtain an overview and direct you through the creation of your event. Should you have any questions during the set-up or need some advice in regards to your event, you are always welcome to contact the support team. We are ready to help Monday - Friday, 9am - 4pm.

💃 +45 88 83 20 00 🛛 support@conferencemanager.co.uk

Please have your conference ID ready when you contact us. You'll find it in the bottom right corner of your event. This is also where you are able to grant support access, so that we are able to see your event at the set-up.

FAQ

Visit our support page <u>www.conferencemanager.co.uk/support.php</u>. Here you will find a lot of valuable information regarding the system, website, communication, participants, economy and evaluation.

Data security

One of our top priorities at Conference Manager is to protect our data, systems and services. To insure the anchorage of this priority as an integrated part of our work and set-up, we are ISO 27001 certified. In practice this means that we incorporate security into everything we do as a company whether it regards separation of operations and development or the way we handle client service.





Table of content

Planning

Checklist	6
Calendar	6

The Event

Basic setup	7	
Basic setup		
Payment		
Participant categories		
Personal details		
Options	9	
Accommodation	9	
Programme	10	
Confirmation and ticket	10	
Order Confirmation		
Invoice		
Ticket		
Arrival registration	11	
External login	11	

Website

Basic Setup	12
Basic Setup	
Texts	
Meeting requests	
Design and activation	13
Website Designer	13

Invite and remind

Add potential participants	14
Invitation list	14
Invitations	15

Participants

Participant list	16
Other lists	16
Material	17
Accommodation	17
Order list	17
Invoice list	18

Questionaire

Questionnaires	19
Invitations	19
Polls	19

Communication

Emails	20
Text messages	20

Finance

Accounting	21
Account Documents	21

Sitemap and tabs



Planning

Here you have the possibility to plan your event and thereby gain a full overview of your tasks. This is where all of your lists, notes and post-it's become a joined to-do list.

Checklist

Set up the checklist with task items. Arrange the items however you wish with deadlines, notifications and comments. When a task has been solved you can mark it as completed to keep an updated overview.

f	Planning	The Event	Website	Invite and remind	Participants	Questionnaire	Communication	Finance	
S CF	necklist 💼								
Sche	duling								
You are	working on:	Standard 🗘 🔦	Edit 🕑 Set i	up new checklist					
Filter:	No filters have t	been activated fo	r the display						
Search				0					
Marked:	Displays rest	ults 0 to 0 of 0. marked as comp	leted 🗶 Delet	x					
	Name			* Deadline	Remind	er ^o Commen			
No data	found								
insj Get	 Specify the piration lists (inspiration here 	marked as comp Re-use y Your one	our lists vious lists	8					

Calendar

When you set up the task items you will be able to see them in the calendar. Choose between daily or weekly view to see the tasks for a specific period of time.

Calendar			
One day Week	You are viewing the calendar for	Uge 13, 2020 (23 29. marts)	
4 March 2020 >	FILTER SETTINGS		
MonTuesWedsThurs Fri SatSun			
24 25 26 27 28 29 1	Deadline		
2345678	m View completed		
9 10 11 12 13 14 15	G		
16 17 18 19 20 21 22			
23 24 25 26 27 28 29			
30 31 1 2 3 4 5			
Go to this week			
	✓ Mark as completed 🖊 Delete		
	Name Name	Checklist	
NCK LINKS		SOMETHING EXTRA FOR YOUR EVENTS	
uestions and answers		Do you need accessories or need help with design	and printing name badges?
ow to create an event		Please contact us for a non-binding offer.	

The Event

When you set up a new event, you automatically start out in the tab "The Event" where you will be guided through the first step of the set-up. This is also where you can grant access to your colleagues and later on in the process the page will contain an overview of registered participants for participant categories, options, program etc. just as you will be able to keep track of any failed emails.

Basic setup

Basic setup

This is where you enter the general data for the event such as capacity, dates, venue and so on. This is also where you decide the website language, whether the event is free or you want to set prices, and in that case how invoicing should be handled.

Attention! If you activate pricing on your event the tab "Payment" will appear.

Payment

This is where you choose the payment options for the participants either through Conference Manager Payment Management or your own payment solutions. If you are using the CM invoice module, this is also where you set the VAT rates.

Attention! The invoice module is an additional purchase module in Conference Manager.





Participant categories

This is where you can create one or more participant categories and companion categories. This gives you the opportunity to distinguish between your participants and differentiate the signup process for each category. You can control how many participants can sign up for each category, and you can also make the setting that sign-up for a category requires invitation and it that way work with open and closed categories.

Attention! If you have payment on your event, the category Order responsible will appear. Information regarding the Order responsible will be used to request payment and handle invoicing.

Attention! If sign-up for your event requires approval from either a manager or the organizer you can activate the feature "Manager approval" in the settings for participant categories.

Personal details

This is where you add information fields in order to gather the data you need regarding the participants. Information fields can be set to different formats; free text, response options, calendar etc. You can make use of the standard fields or customize you own to fit your specific event. For each information field you decide which participant categories it should be available to and if the field is mandatory or not. Information fields can also be added in the Participant Categories tab.

Attention! If you wish to send text messages to the participants remember to add the standard field "Mobile phone".



	×		
Participants €	Add personal information field Croose between existing information field or create a new one	setup Paymer	nt Parti
Date	Standard fields Choose predefined fields such as address, postal code etc.		
Text field	Free text An empty text box for the participant to write in	Compulsory	Descripti
Email	Select between response options You create the options and the participant can choose one.		
File upload	 Search between response options You create the options, and when the participant starts typing, matching choices will be shown. 		
File upload	Date The participant choose one date from a calendar.		
Mobile nur	Country The participant chooses a country from a predefined list		

Options

Here you can add option choices to the sign-up process. This can be used for e.g. an optional dinner, sign-up for workshops or transportation to the event. In the settings for each option you decide which participant categories it should be available to. You can specify the capacity, decide whether making a choice is mandatory and if there is pricing on your event, you can differentiate the price based on participant categories.

Accommodation

The possibilities for accommodation are defined exactly as you like. For example, the system is able to manage arrival and departure dates as well as individual requests regarding accommodation. You can differentiate prices and settings based on participant categories. Depending on the settings you have made, the participants can during the signup process choose where they want to stay and maybe even invite a particular roommate to share a room.





Programme

The programme is build by using tracks that you create using text, colors and images. If you set up parallel tracks you can have the participants choose during the signup process which track, they wish to participate in. You can differentiate the prices for the tracks between the participant categories.

Attention! The programme can be printed as a PDF and will be shown in the CM Events app. It can also be transferred to the confirmation and the nametags.

Confirmation and ticket

Order Confirmation

The order confirmation is the confirmation that is sent to the participants and potentially an order responsible after the sign-up. You have the option of choosing which elements you want shown on the confirmation and edit the confirmation email. You can also insert an image/logo on the top of the page and you can write your own text on the confirmation.

Invoice

If you have payment on your event and have chosen to use the Conference Manager invoice module, this is where you can edit the invoice settings. The invoice will be sent to the order responsible.

Attention! Remember to check if you have activated Automatic Dispatch on the invoice.



website					
🛊 Basic setup 🛛 🛪 Seats 🚿 Options		🔮 Program	me 📑 Confir	mation and ticket	🛄 Ar
				-	
andard confirmation					
Order confirmation		Settings			
Protoane Lastname Invat	27%/257 Reference number 0	Order confirmation	on Ø		
Teambuilding					
Levation OF Mill fram Mill fram Transme	De Anstanne i An 2003000 De anstanke i An 2003420	Mandatory co	ntent		
ann ar direach rainige A Tarland Andrea a thattaint & Adagans has de ar mgal de el anatos den an aberbade hade mberarkend ar gantera a Face digt e ens spontenis emagenese.		Header			
denge interese upde oppende degham Narrygen m		Personal	details Ø		
	-	Confirma	tion email		
First name Last name					
Bargh minim	646				
Tuerdox Accommodation	6.00	Optional cont	ent		
Comment Holes		C Logo Ø			
Kongage (B) 200 mail Bernak					

Planning						
🏟 Basic setup	👖 Seats	💊 Options	📌 Accommodati	on 🧬 Progran	nme 📔 Confir	mation and ticket
nvoice						·
			Invoice	Layout		
Find name Lastiname. Ernol			Peoce-funder 40 Invoice date 22/03/0500 Oxfor number 0 Oxfor date 23/03/050		email	
			Conference Managar Kangnagan 2001 2003 Humn Dammark Temporom 70200200 Mode wee conferencemangar dh	Credit n	ote email	
Teambuilding			Enal angoninvennango di Cop D 1875/289	Logo 😡		
		Price excl. VA	T VAT rate VAT Total	Personal details	0	
First name Last name						
Example orderline		0,0	0 25% 0,00 0,00			
TODAY DIRUK.		0,0	0 0,00 0,00			
Payment deadline: 30/12/2015				Invoice		
This order is paid				-		
Note that the lost "Conference like ager" will appe	ar or your account statement. The lost may	çaryalışındır. oryuz İmaniai mi	háo.	issuer (,	
Payment:				Free tex	t O	
Bank Transfer Nordoa Bank, Sathurade 44, 34001	theat					

Ticket

Here you can design a ticket for your event. The ticket will automatically contain a barcode which can be used for arrival registration. If you choose to create a ticket and activate it, it will be sent out as an attachment to the confirmation email. You can also choose to design the ticket at a later date and then send out a link to download the ticket when the event date is near.

Arrival registration

If you have created a ticket with a barcode or have added a QR code to the confirmation you can register the participants upon arrival. As a free feature for arrival registration, Conference Manager offers the app CM Exhibition. With the app you can quickly and easily scan the tickets of your participants.

O Basic setup n Seats	💊 Options 👒 Accommodation	🧬 Programme 📲 Confir	mation and ticket 🛛 🔲 Arrival regis	tration 💣 External login	
flcket	Layers	-		× orf	reation
Ticket sizes	First name Last name				
95 x75 mm	Gerlenen Manager				
	EVE.		[
			Conference Manager		
Nakadar baak disangangapan Di dat bada ar andaring			502		
	Layout Background color		898		
	Show margins				
	Right 0 Bottom 0				
Carleron Rat				CANCEL SAVE	

TT Plan							
😫 Basic sei			Options		🔮 Program	me 📑 Confirm	🛄 Arriva
Arrival re	gistra	ation					
Previous							
IIIIII Deal							
Enter participa	t ID:	of arrived	participant	:S m the participants tickets		✓ Send	
Enter participa	tration tiD:	of arrived	participant	:S m the participants tickets		Send	
Enter participa	nt ID:	of arrived	s manually from	(S) m the participants tickets		Send	
Enter participa	nt ID:	of arrived or enter the ID Participant ID	s manually from	(5) m the participants tickets		Status	
Enter participa Latest registrat Time 12 Mar 2018 12	nt ID:	of arrived or enter the ID Participant ID 7730954	s manually from	(5) m the participants tickets		✓ Send Status Registered	
Enter participa	nt ID: 005 9	of arrived or enter the ID Participant ID 7730954 7714619	Name	(5) m the participants tickets		Status Registered Registered	

External login

With an external login you can grant access to relevant persons to retrieve lists - for example the hotel, that requires lists of participants who have selected a room or has special requests regarding food. You can also grant external access to arrival registration and participant registration.

Attention! Remember that your partners or participants have to type the login manually.



Website

Here you will find the statistics for your website that shows the number of visitors and online signups broken down by dates. This is also where you control the basic setup for the website as well as design and build the look and content of the event website and manage activation.

Basic Setup

Basic Setup

This is where you enter basic data regarding the website such as "Web access", "Web address" and contact email address.

Decide whether you want your website to be open or closed. If it is an open website that can be accessed by anyone, you have to set up a web address for the event using the free domains. Furthermore, you have to assign an email address that will become a link on the website, so the participants can get in touch with you. If the website is closed you have full control over who gets access to the website.



Texts

This is where you can edit the systems default texts in both the website as well as the participant emails. This is also where you insert your own privacy policy which we recommend.



Meeting requests

Here you can create a meeting request either for all your participants or for specific participant categories. When they accept, the meeting request will be placed directly into the participants calendar.

al at 23:00		×	1 Registered 1000
Website Invite	ar Meeting request		
activate			
	Choose participant category All		Basic se
	Starting time: 01/02/2021 09:00		
	Finishing time: 05/02/2021 23:00		
	Location: Location of the event: Info-Connect A/S Enter a different location: Improvement and the event location:		
	emai:		
	Subject:		
	Description		
			45 88 83 20 20
		90	en every workday from 9 am

Design and activation

In this tab you have a checklist of the main settings in your event. Here you can see if there are any settings you have to take into account before activating your website. This is also where you access the Website Designer and finally activate your website.

hecklist abac.save becklist bac.save backtered backter	ecklist kkisetu ckisetu ckisetu chieve hieve chieve chieve chieve chieve chieve chi	scklist Six Hum Six Hum Design and activation Activation Activation Constraint Constrain	hecklist Basicstrum Ba	Design and activation
black setup Design and activation tech access - tech access - Construction - Text activation text - Text activation text - Stematic field - Description -	Sake status Design and activation that access * or contents mail * dee confermation next * vestitation and pairs * vestitation access * vestitation next *	Six status Design and activation thatters thatters der confination text estatains watere list windts verstellings windt sealing output output	Back setup and the setup and t	Design and activation
Victo Jacress • Statist Committee • Statist Committee • Value Confirmation Stati • Statist Committee • Statist Committee • Parment destine • Parment destine •	ebaccos	thattensil + Constraints of the second of th	Vield arress V Contact email V Reinstation waiting list V Parments V	Open Website Designer
Contact email Image: Contact email Image: Contact email Contact email	ontact emel	that strail of the strain of t	Contact email Contact email Contact email Contact email Contact email Contact	Vour settings
Crédet confinemation text - Restratation waiter last - Restratation waiter last - Rommatio - Rommation - Rommation - Rommation - Rommation - Rommation - Rommation -	der confination text der confi	der confination text der confi	Order conformation text	Your settings
Restation waiter list Vour settings Remains V Four settings Remain deadline V Conference Credit card,	vekstration watere list v Your settings mentis winet dealline	estation water list	Resistation waiting list V Pavments V	Your settings
Zavments - Zherment Credit card, Credit card	xuments Zealline Ze	vannals - Barment Credit card,	Pavments 🗸	rour sectings
Payment deadline Credit card, Credit card,	ayment deadline Credit card, Credit card,	yment deadline Credit card, Credit card,		2 Payment
A Armen	Q	Access:	Payment deadline 🗸	Credit card, Credit card,
Privacy Policy	ivacy Policy	Vacy Policy	Privacy Policy	Access:
websiteWaiting list is	websiteWaiting list is	websiteWaiting list is		websiteWaiting list is
website watching its is	websitewaiting list is	activated		websicewaiting list is
		activated		

Website Designer

In the Website Designer you design and build the event website to have exactly the look that matches your event. You can choose between different standard themes and then you modify elements and settings to achieve the desired look. You can e.g. insert a logo, change the background colour, insert pictures, videos and much much more. It is also in the website Designer that you choose which pages you want activated on your website, just like you can add custom defined pages.

Attention! The logo you upload will automatically be transferred to all emails sent from Conference Manager e.g. invitations and order confirmations. Remember to upload the logo in a size suitable to the mail layout.



Invite and remind

When your event site has been activated and you are ready to receive sign-ups you need to guide your potential participants on to the website. This can be done in multiple ways. You can for example choose to share a link in a newsletter, put the link on your own website or suchlike, but you can also choose to send out a personal invitation via Conference Manager. When using this feature, you can invite participants to sign-up for a specific participant category and you can keep track of who has not yet signed up and potentially send them a reminder.

Add potential participants

This is where you add the potential participants, that you would like to invite to the event. Their information can either by typed in manually or you can upload them all at once via an Excel file. The system requires an e-mail address as minimum, but you can add information on each person equivalent to the personal information fields created. When you have added the information, the participants won't have to fill this out at sign-up.



Invitation list

On the invitation list you have an overview of the potential participants who have not yet signed up. In the column "Status" you can see whether they have been invited, if they have replied with a "No thank you" or if they haven't been invited yet. From the list you are also able to edit in the information of the potential participants, send them an e-mail or even to register them directly.

Attention! If you as the organizer need to sign-up participants, this is done by adding them to the invitation list and then making the registration directly from the list.



Invitations

This is where you write the invitation to your event. You can easily have different types of invitations so that you for example can differentiate based on participant category. It is important that the invitation contains a correct invitation link. This is created by inserting a link and then choosing from the dropdown-menu, that the link shall go to a page on the website. Then the system creates a unique link for each potential participant. You also have the option to insert a "No thank you"-link. If this link is clicked on by the potential participant, it will be noted, that they won't be able to make it, and when you at a later point are sending out reminders, they will automatically be filtered out.

Attention! Be aware that the invitation link is personal. If an invitation is meant to be forwarded, we recommend to use a manual link to the event website.



Register participants for arrival with the CM Exhibition app

With this feature you can easily and quickly register the arrival of your participants at your event. Keep track of arrival times, payments and participant categories.

For more info: <u>www.conferencemanager.co.uk/</u> features/apps/cm-exhibition.php



Participants

In this section you have the full overview of your participants. You create your lists based on information of your choosing. On the top right of the lists you can add filters or choose which columns you want to be shown in the lists.

Participant list

The participant list is the list of all registered participants on the event. In this list you can see the participant information and information regarding time of registration, latest update and participant category. From the list you can click the name of a specific participant to see further details of their registration or to make changes. All lists can be exported to Excel.

f	Planning	The Event	Website	Invite and remi	nd Participa	nts Qu	estionnaire	Communication	Financ	ce
	rticipant list	🐅 Other li		🛐 Name tag					😨 Rep	orts
	-									
Parti	cipant li	st								
Filter:	No filters have b	een activated for	the display							
Search				0						
Marked: 0	Displays resu	its 0 to 0 of 0.								
••	🖼 Send email	Send text me	ssage 👗 D	eregister 🏼 🕿 Export	👗 Change Status	Separat	e participants a	ind companions 🔘		
	First name *	Last name O			En	nail	0 0	ategory	0	SI
No data	found									
•-	Send email	Send text me	ssage 👗 D	eregister 🌋 Export	👗 Change Status	Separat	e participants a	ind companions		
UUICK LINK					SUMETHING EXTRA FU	R YOUR EVENI				
					Do you need access Please contact us fi	ories or need	d help with desi ling offer	gn and printing name b	idges?	
How to cre	eate an event									

Other lists

With Other lists you have the option to filter the participants based on their registration regarding options and programme, and you can hereby obtain a complete overview of your participants and their choices. This is also where you'll find the waiting list and cancellation list.

Attention! You can also export a complete participant list to Excel. This is found under "Downloads" on the right side of the page, when you have clicked "Participant" in the purple bar.



Material

Here you have the option to design name tags, table cards and certificates. You choose the format, which elements it shall contain and design the layout. When you have designed your material, you can either print it to a .PDF or send it directly to the participants. From various filters you can easily choose which participants the material shall be issued for. For example, you can choose that only participants who have answered a submitted questionnaire should receive a certificate.



Accommodation

Here you find the lists that relates to accommodation. The lists can be exported directly to Excel and eg. handed out to the hotels.

In the Room list you can sort according to rooms and hotels, and you can also move the guests from room to room if needed.

In the Participant tab you can sort according to the participants accommodation selections.

Order list

Each registration has a unique order number and will appear on the order list. This list is particularly interesting if there is payment on the event. Keep track of your balances as well as your invoice and payment methods for all orders on the event.

Planning Basic setup	The Event W	Knite anglanator unformation Knite anglanator unformation Number of beds & Crop # Crop # Change	
Not allow	ed Not a ion regarding accomoda ation options:	Which persons may select this room? All Select part/cipant categories	When will the room be ava From 04/04/2022 III U Allow participants to select few
* No image	Hotel Phoenix Bredgade 37, 1216 Kø adsasdadadasda asar	Rooms available © The same number in the entre period ¬ The number varies from day to day ¬ Defence between allotment variable and allotment for sale ©	Price per person Per night For the entire period The same for all participant cate Differentiated price according to
•	Enkeltværelse Rooms availabl	Room allotment in total 20 Distribute number of rooms available O	Price per night 300,00 DKK

1	Planning								
		🐅 Other		🗊 Name tag 🛛 🛹		💣 Order list		list 💿	
Ord	ler list								
Sea	irch:	٥	🔍 SEARCH	Detailed search					
Selea	ted: 0 Total on the	list: 41							
s s	end email 📩 Invoid	e 🛃 Re-send	l confirmation	😹 Download to Excel 👮	Download confirma	tion A Hide suppler	mentary order		
•	Order no			Orderer				Payment method	Invoic
0	2 33301904			lakob Faik				payment card	90
	A 32692072			TestTest				payment card	29
0	27311600			Asdasdas Adasdas	d			Bank transfer	27
0	27190540			takob-Falk				BBenk transfer	26

Invoice list

When using the Conference Manager invoice module, the invoice list is where you can find a list of all invoices that has been send out. On this list you can get an overview of the balance for each invoice, you can see if the payment deadline has been exceeded and you can resend invoices or send out payment reminders.

Attention! From both the order list and the invoice list the individual orders can be accessed – if you need to take a closer look to the details and content of an order.

	Planning T						
		🀅 Other lists 📧	🗊 💿 Name tag		🚯 Order list	& Invoice list	🔹 Repor
nv	voice list					•	
Sea	arch	O 🔍 SEA	IRCH Detailed search				
iele	cted: 0 Total on the list	42					
	end email 🖉 Send text	Deres	nd invoice 🐣 Send remi	ndar 🦛 Denneland immiran			
		t message Z kesei					
•	Invoice no.	Order no	Conta	nt person	Pa	ayment deadline	
	Invoice no.	Order no 17806336	Conta 6	ict.person	Pi 30	ayment deadline 0/12/2015	
	Invoice no. 3 3 A 2	Order no 17806336 21161152	Conta 5	kt person	Bi 30 30	ayment deadline 0/12/2015 0/12/2015	
	Invoice no. 3 3 3 <u>6</u> 2 3 <u>14</u>	Order no 17806336 21161152 21185800	Conta 5 2	ict person	- Bi 30 30 30	ayment deadline 0/12/2015 0/12/2015 0/12/2015	
	Invoice.no. 3 3 3 3 1 3 1 4 3 2 3 3 1 4 3 3 3 3 3 3 3 3 3 3 3 3 3	Order no 17806334 21161152 21185800 23855764	Conta 6 2 0	kt person	- 	ayment deadline 0/12/2015 0/12/2015 0/12/2015 0/12/2015	
	Invoice no.	Order no 17806336 21161152 21185806 23855764 24424984	Conta 5 2 0 4 4	kt person	Pi 30 30 30 30 30 30 30 30 30 30 30 30 30	wment deadline 0/12/2015 0/12/2015 0/12/2015 0/12/2015 0/12/2015 0/12/2015	
	Invoice.no. 3 3 4 2 3 4 2 3 4 2 3 4 3 4 3 4 3 4 3 4 5 5 5 5 5 5 5 5 5 5 5 5 5	Order no 17806338 21161152 21185800 23855764 24424984 32692074	Conta 6 2 0 4 4 2	at person	30 30 30 30 30 30 30 30 30 30 30 30 30	wment deadline 0/12/2015 0/12/2015 0/12/2015 0/12/2015 0/12/2015 0/12/2015 0/12/2015	
	Invoice no. 3 3 4 2 3 4 2 3 4 2 3 4 3 4 3 4 3 4 5 5 5 5 5 5 5 5 5 5 5 5 5	Order no 1780633 21161152 21185800 2385576 24424984 32692072 27190544	Conta 6 2 0 4 4 2 2 0	at person	P3 30 30 30 30 30 30 30 30 30 30 30 30 30	wment deadline //12/2015 //12/2015 //12/2015 //12/2015 //12/2015 //12/2015 //12/2015	

Questionaire

With the questionnaires you can easily involve the participants before the event or send them an evaluation after the event. Access the answers as graphic reports or as raw data in Excel that you can then process yourself.

Questionnaires

Here you can create and design questionnaires. You write the questions yourself and choose whether the answer should be in free text, response options or on a scale. You can also divide the questions in subjects by using headers.

Attention! The questionnaires in Conference Manager is as a standard answered anonymously. If you as an organizer wish to know who answered what, you will have to add a question asking for the respondents name or e-mail.

Edit questionnaire Cuestionnaire title: Teambuilding - Om arr Cuestionnaire title: Teambuilding - Om arr Sunt ten: Tak ford du tager dig tid til a besvors sporgestemate Forste del Forste del Terrende di a sporgestemate vi der televisite sport Metter televisite du er televisite to televisite source entrest entrestemate Metter televisite du er televisite source entrestemate Metter televisite du er televisite entresponse option. Metter televisite du er televisite for entresponse option. Metter televisite du er televisite for entresponse option. Metter televisite du er televisite entresponse option. Metter televisite du er televisite for entresponse option. Metter televisite du er televisite entresponse option. Metter televisite entresponse option. Metter televisite du er televisite entresponse option. Metter televisite du er televisite entresponse option. Metter televisite entresponse o



Invitations

When the questionnaire has been created and prepared it is send out via a questionnaire invitation. You create the invitation, write an email text and insert a link to the questionnaire. When sending out the invitation you choose the recipients. You can for example choose only to send it to participants who has been arrival registered.

Polls

Interact with your participants during the event by interactive polls, by continually receiving questions or carry out quizzes and competitions. The participants can use the CM Events app to participate.



Communication

Communication gives you an overview of which emails and text messages has been sent out as well as providing you with the opportunity to communicate with your participants.

Emails

Here you can create email templates that you wish to send to your participants. In emails you can eg. link to the participants registration, information on the website or pdf files that you have uploaded. You can also schedule future dispatches.



Text messages

Here you can create text message templates that you wish to send to your participants. Note that they will not be able to reply. You can also schedule future dispatches.

		3
Create	ext message	
SMS	Send text message	
	🚱 Use Template 🔒 Insert personal details 🥔 Insert link	
	#First name# #Last name#	
		le le
	You have 29926 text messages left If you send more than this number, you will be involced at the standard price per text message sent.	24/160 1 message(s)
	You have 29926 text messages left If you send more than this number, you will be involced at the standard price per text message sent. If you wish to purchase a text message package <u>click here</u>	24/160 1 message(s)
	Yev have 2005t let moscage left If you send more than this number, you will be invoked at the standard price per text message sent. If you winh to purchase a text message package <u>cick here</u> Sender O	24/160 1 message(s)
	You have 2003t set message left If you send more than this number, you will be invoked at the standard price per toot message part. If you wish to purchase a text message package <u>click here</u> Sender O Text: O Text	24/160 1 message(s)
	You have 20036 test messages left If you send more than this number, you will be involved at the standard price per text message sent. If you wish to purchase a text message package <u>click here</u> Sender O Text: O Telephone number:	24/160 1 message(s)

Finance

If you use the Conference Manager invoice module and Conference Manager Payment Management you will have the menu point Finance in the purple bar. Here you can quickly get an overview of the turnover and you can of course also get detailed information regarding the economy in the event.

Accounting

Here you can see the financial statement divided into Result and Balance. The financial statement contains all the posts from the event in Conference Manager. You can choose which period the statement shall cover and you can export it to Excel.

Account Documents

When Conference Manager Payment Management is used a payment report is formed each month. The payment reports are sent by e-mail to the contact person stated in connection with the payment setup, and under this tab you can always find all payment reports associated with the event.

Planning The Event Website Invite and			
-			
ounting			
he period 3 July 2017 - 24 Feb 2020			
03/07/2017 B Once 24/02/2020 B _9 Chang	e period 🕱 Fetch accour	ting	
SULT @			BALANCE
	The period O	Total O	
VENUE O			ACTIVATE
ccommodation			Current assets
obbeltværelse, 25,005 VAT	- 120,00	- 120,00	Debitors, receivables (not received)
keltværelse, 25,005 VAT	- 3.600,00	- 3.600,00	Debitors, receivables (payment registered in CMPM)
commodation total	- 3.720,00	- 3.720,00	Bank account (paid from CMPM)
			Debitors, credited
ther			Manually registered deposits and withdrawals
anual add-on orders, 25,005 VAT	3.720,00	3.720,00	Total current assets
her total	3.720,00	3.720,00	11450 0000
			LIABILITIES
tal revenue	0,00	0,00	Event equity
SI			Debt
IN CMPM 25005 VAT	0.00	000	Excess payments
	0,00		