



**moreEvent**

Comprehensive tool for participant management

## RANGE OF SERVICES

- ✓ A dedicated event website with online registration
- ✓ Personal advice and support
- ✓ No hidden costs

# WEB-BASED EVENT AND PARTICIPANT MANAGEMENT

With **moreEvent** you can keep track of everything at all times! The high-performance web-based participant management system can be adapted to suit your individual requirements and covers all the important steps involved in organising an event: from sending personalised invitations to participants to booking the participant fee, right up to the checking in process on the day of the event. With the personal service of our support team, we can provide you with what you need most during the preparation of an event: **TIME!**



## TOP ADVANTAGES

### Your top advantages at a glance

- ▶ **Everything in one web tool:** data and documents at a glance
- ▶ Create recognition value with your personalised event website in the look and feel of your company
- ▶ Manage your seminars, workshops or incentives individually
- ▶ Benefit from up-to-the-minute lists of participants
- ▶ Impress your participants with an all-round service with the interface to [moreHotel](#)
- ▶ Generate QR codes for a professional check-in

Using [moreEvent](#) brings about a considerable reduction in the workload as well as huge cost savings while at the same time increasing the level of services to your participants. They benefit from the easy-to-use web forms which allow them to register quickly and easily and, if necessary, make their hotel reservations ([moreHotel](#)).

“[moreEvent](#) is a user-friendly tool that has taken participant management for our company events to a whole new professional level. It optimises processes and means that working time can be used for other things. Our experience with the new portal and especially with the support provided by [meetingmasters.de](#) has been totally positive. We are delighted with this successful addition to our existing cooperation with [meetingmasters.de](#).”

*Matthias Kohns, Marketing Assistant, Össur Deutschland GmbH*



# 4 STEPS TO PARTICIPANT MANAGEMENT



## SHORT BRIEFING

You discuss your event requirements by phone with your personal contact.



## YOUR OWN BOOKING PAGE

Our IT team creates an event website in line with your specifications



## ONLINE REGISTRATION

Personalised invitations are sent directly via **moreEvent** to participants, who can then register online.





## MANAGE PARTICIPANT DATA WITH EASE

By automatically exporting the data into an Excel spreadsheet, you can evaluate the participant data in an instant, create lists of participants or check the status of registrations and/or bookings at the touch of a button.



# OUR SERVICES AND PRICES AT A GLANCE

One-off	<b>SETUP</b> One-off setup of your event site including content management for the first 5 events	<b>€950.00</b> one-off setup fee
Per registered participant	<b>REGISTRATION</b> Online registration for your participants	<b>€0.99</b> + <b>1.00%</b> per registered participant of the ticket fee
	<b>SERVICE</b> Telephone support for your participants	<b>€3.00</b> per registered participant
	<b>SETTLEMENT</b> Complete billing process, including collection of participation fees for ticketed events	<b>€5.00</b> per registered participant
<b>OPTIONS</b> <ul style="list-style-type: none"><li> The independent conference hotel finding service is free of charge and available at all times</li><li> Prices for managing room allotments available individually on request</li></ul>		



Would you like to find out more?  
Visit our website: [www.meetingmasters.de/en/moreevent](http://www.meetingmasters.de/en/moreevent)

## Features

### moreEvent

#### Setup

Personalised event website (creation of a subdomain for your event) incl. adaptation of colours, inclusion of event logos and background images per menu heading

Included

#### Event management

Different participant groups supported

Included

All texts and documents editable by WYSIWYG editor

Included

Visibility of tickets, services and other custom queries according to participant groups

Included

Management of different ticket categories (e.g. early bird tickets) and ticket allotments

Included

Waiting lists and preliminary registration function can be activated

Included

Up-to-the-minute lists of participants at all times

Excel-export\*

Import of personalised information, e.g. first name, last name, e-mail and company name

Excel-import\*

Automatic dispatch of confirmation of registration and receipt, incl. dispatch of reminders

Included

Management of individual seminars, workshops, proposals, specials and incentives

Included

Amendments and cancellations by mouse click

Included

Generation of QR codes

Included

Individual design of your e-mails

Included

Multilingual

DE, EN, FR

Management of participant groups

open and/or closed

Management of access rights

Included

Room planning tool

Included

Storage of room allocations for each option

available soon

Features	
<b>moreEvent</b>	
<b>The billing service</b>	
Complete billing process, including collection of participation fees	Included
Creation of an invoice for tax purposes on the basis of the invoice data provided by the participant when registering	Included
Automatic dispatch of invoice with the confirmation of registration	as a PDF
Provision of an escrow account for incoming participation fees	Included
Regular reconciliation of incoming payments and corresponding note in <b>moreEvent</b>	Included
Individual methods of payment: bank transfer, PayPal and credit card**	Included
Dispatch of reminders of payment in order to obtain payment of the participant fees prior to the event	Included
<b>Additional services</b>	
Adaptation of the interfaces to correspond to your company's preferred look and feel and the implementation of your CI/CD throughout according to a professional style guide	on request
On-site support	on request
Preparation of name badges	on request

\* Configurable import and export of participant lists will be available soon

\*\* Customers bear the costs incurred with payment by credit card and PayPal



### DID YOU KNOW THAT ...

... you can book further service options as and when required? Use the billing service for ticketed events or give your participants the possibility to book hotel rooms via **moreHotel**. And our support team deals with searching for suitable meeting venues and sending RFPs via **moreDirect**, our efficient MICE purchasing tool! **That saves valuable time!**



For 500+ participants or large-scale event series, we are pleased to quote an **individual project price**.



## YOUR CONTACT



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Facebook



Twitter



Xing



Google+



# Order

**Yes,** I would like to use the moreEvent participant management system for my event organisation and place the following binding order:

Service: <sup>1</sup>	Price per registered participant: <sup>2</sup>	one-off fee: <sup>2</sup>
<input checked="" type="checkbox"/>  moreEvent Setup	—	€950.00
<input checked="" type="checkbox"/> Registration	€0.99 + 1.00% of the participant fee	—
<input type="checkbox"/> Service	€3.00	—
<input type="checkbox"/> Settlement	€5.00	—

<sup>1</sup> Services as indicated in the attached overview of services (last updated: January 2017). By signing this form, you accept our General Terms and Conditions and the data protection provisions (last updated: 31/3/2014). PDF files of the GTC and the data protection provisions are available for downloading on [www.meetingmasters.de/moreEvent](http://www.meetingmasters.de/moreEvent).

<sup>2</sup> All prices quoted are subject to VAT at the statutory rate. Settlement takes place seven days after the end of the event and payment is therefore due directly following the end of the event.

## Event name

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## Event date

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Company	Country
Street	Postal code, town/city
Contact person (title, first name, last name)	Position
E-mail	Telephone, fax
Date, town/city	Company stamp, signature
<b>Invoice address</b> (if different)	
Name	
Street	Postal code, town/city

The contact person entered here will receive the access codes for moreEvent.