



MeetingREADY
SOLUTIONS

The **SUMMIT EVENT MANAGER** makes Event Management easy!

Powerful, easy-to-use software that provides all the tools necessary to organize meetings and events. Everything is in the one package - so there's no more switching between spreadsheets, word processors and accounting packages when managing your events.

Perfect for:

The organization of events of all sizes - from gala dinners, award nights, in-house meetings, day seminars and training sessions to large conferences and trade shows



SUMMIT SUITE OF SOFTWARE

The EVENT MANAGER... Will manage your events allowing you to focus on the things you need to attend to

REGISTRATION MANAGEMENT

Manage Registration

- Process On-line and/or Faxed/Mailed Registrations - with and without payment for individual or group registrations
- Process On-line Expression of Interest and Demographic updates
- Secure E-Commerce Interface
- Create your own HTML Registration page or use built in WebLink page
- Edit information prior to importing into database - eliminate transcription errors & garbage data
- Automatic personalized email/fax confirmation - to single delegate or individual broadcast emails
- Email confirmation letters, invoices, receipts and/or itineraries

SPEAKER/PROGRAM MANAGEMENT

Manage Speakers from Presentation Submission to On-site Program

- Process On-line Speaker/Presentation Details
- Process On-line unlimited Papers/Abstracts per speaker or author
- Record & allocate AV & equipment requirements to appropriate sessions/locations
- Record Speaker Bios to include in multiple reports
- Track Speaker information and requirements
- Allocate & produce schedules for Speakers, Chairpersons & Session Monitors
- Produce Speaker confirmation letters including equipment requirements, session location & time
- Assign Professional Education credits as required & apply to qualified participants
- Print badges, tent cards, tickets, vouchers, attendance certificates including credits earned, itineraries
- Automatically build your Program to print as is or export for desktop publishing

OPTIONAL TOURS & EVENTS MANAGEMENT

Manage Tours and Social Activities/Dinners

- Process On-line registration & payment for optional tours and events
- Set options for overbooking - ignore, warn or prevent
- Automatically track numbers and requirements including catering, etc.
- Automatically or manually allocate tabling and seating - including special dietary requirements
- Set User Defined fields - e.g. golf handicap, T-shirt size, number of items ordering
- Automatically tabulate results - e.g. competition, golf tournament

CATERING MANAGEMENT

Manage Catering Events - ensure your numbers and guarantees are always correct!

- Track numbers for all your catering events & menus – from coffee breaks to gala dinners
- Allocate tabling & seating – manual or automatic
- Record & produce reports for special dietary requirements
- Record room/table set-up
- Automatically track catering requirements
- Remove individuals from catering events if required – ensures accurate numbers
- Adjust catering numbers up or down as required

SPONSORSHIP & ADVERTISING SALES AND TRADE SHOW MANAGEMENT

Manage Sponsors, Advertisers and Exhibitors

- Record & track Sponsorship and/or Advertising packages including requested equipment and items promised
- Set up and allocate unlimited number of booths – customizing dimensions & requirements
- Record Exhibition Stands/Managers
- Import logos and company overviews
- Process financials including payments, invoices, receipts
- Produce Exhibitor, Sponsor and Advertiser confirmation letters

HOUSING & TRAVEL MANAGEMENT

Manage Delegate Accommodation as well as Ground and Air Travel

- Record multiple hotel and travel bookings with individual, specific requirements
- Block book hotel rooms, flight and transfers – track usage against capacity
- Set options for overbooking – ignore, warn or prevent
- Track room block - generate hotel rooming lists & room counts/night
- Produce attendee itineraries, arrival & departure lists, transfer lists, accommodation requirements

FINANCIAL MANAGEMENT

Control Budgeting and Financial Management with an automated, easy to use system

- Formulate a detailed budget along with expenditure tracking and Profit & Loss Statements
- Process payments quickly – apply single or incremental payments to a single registration or one payment to multiple registrations
- Produce credit card summaries, bank deposit slips, invoices and receipts
- Produce Income Reconciliation Statement
- Record Expenses – automatically allocating them against the budget
- Produce numerous financial reports including a Profit and Loss Statement
- Accurately forecast future budgets by reviewing income and expense reports from previous events

LOGISTICAL/PROGRAM MANAGEMENT

Be in control of your entire event and have all pieces of vital information at your fingertips

- Develop & Monitor a Timeline showing responsible party, start and end date – creating sorted reports
- Track AV/equipment requirements by session, location or equipment type
- Produce a comprehensive daily Function/On-Site Resume from data already entered
- Create up to 20 delegate Profiles
- Over 700 standard Reports or build your own queries using the Reporter
- Review registration activity and progressive participation for future marketing
- Analyze your event using graphs for ease of comprehension



For further information, contact: info@meetingready.com