EXBO product offering

Event Website

An *event website* is an integral part of a professional contemporary event. EXBO offers you a well-priced custom-designed website which serves as a vital information resource and communication tool that is accessible to delegates at all times and provides you with the opportunity to showcase your event branding. That said, an EXBO *event website* is more than just an information brochure; it is a powerful event portal which handles our innovative time-saving event management products (listed below) such as online registration, online bookings and payments and many more. As all events are different, EXBO offers you the flexibility to choose the products that suit your individual needs.

Event App

For events organisers that like to offer the best in advanced technology, the EXBO mobile *event app* for Apple and Android is the next-generation event information tool which boosts the power of your *event website*. The app, available for download from the EXBO website, pulls data from and displays selected pages of the website so that everyone is connected to the event information as they need it in real time.

Online Registration

EXBO's online registration service makes it possible for delegates to register for the event at their convenience through the *event website*, while ridding organisers of hours of unnecessary paperwork and correspondence – a win-win for everyone involved in the registration process. All registration forms are customizable which means that organisers are able to manage large volumes of individual requirements, such as special diets, social programmes, transport needs, workshop bookings and more, without effort.

Online Payments

No more problematic manual payment processing and waiting for EFTs to clear into your bank account. For organisers with a merchant account, our *online payment* service makes it possible to process registration payments online through the *event website*. Or we can display your SnapScan code to make payment event easier for your customers.

EXBO product offering

Letters of Invitation

It is often the case that in order to attend a conference, delegates are required by their own institutions/companies to have an official letter of invitation or letter of authenticity for the event. The task of customizing and sending off these individual letters is an onerous one and so EXBO has developed this service to allow organisers to accomplish this with "a-click-of-a-button" ease.

Event Name Badges

Our *Event Name Badges* service, which was developed in the interest of fluid registration processing, is a perfect example of a clever idea that maximises existing technologies in order to achieve an innovative and cost-saving result. This service allows you to produce bar-coded information-rich name badges with a simple mouse click, while requiring no special stationary or printing hardware. Using a standard printer and A4 paper, you can offer delegates a scan-able name badge which contains not only their name and relevant identification details, but also customizable information, including venue maps, function times, important numbers and more; all of which folds neatly into a standard A6 pouch.

Check-In Facility

EXBO's *check-in facility* allows event organisers to confirm from the registration desk which attendees have checked into an event in real time. During or after the event, the facility also makes it possible to draw event statistics such as the time and date of check-ins and the number of no-shows.

Accommodation Bookings

Our *accommodation bookings* service facilitates the booking process between delegates and hotels/B&Bs. It allows event organisers to present accommodation options and pre-negotiated rates on the website and sets in motion the booking process on behalf of delegates by making first contact with the venue of choice, citing the correct conference information and/or relevant booking reference number.

EXBO product offering

Abstract Manager

EXBO's *abstract manager* for academic conferences makes it easy for delegates to submit abstracts online through the event website and provides committees with submissions in a standard format. The system allows for abstracts to be sorted by category, for specific reviewers to be assigned to specific categories and for reviewers to score abstracts online. It also manages co-authors, co-presenters, supporting documents, presentation requirements and so on. Furthermore, EXBO's *abstract manager* handles bulk mailing and generates reports and Excel downloads.

Floorplans

With our *floorplans* software, it is possible for exhibitors to book exhibition stands online 24/7 on one master floorplan (no more multiple floorplans!) at their own convenience. *Floorplans* can be integrated with EXBO's *online registration* service which captures the details and requirements of exhibitors such as logos, specifications of stands, etc., which is a huge time-saver for organisers who usually undertake this massive task manually.

Seats

EXBO offers you a reserved-seat booking system for theatres or venues with table settings, which is cheaper and faster to set up and run than systems of existing service providers. The hassle-free payment processing is handled by EXBO.

Wedding Portal

Like everything else in our lives, weddings are stepping into a new age. Our new *wedding portal* features a striking personalised webpage that contains all the necessary information for guests, such as the time and date of the wedding, the dress code, a weather guide, an interactive map to the venue and more. Guests are able to RSVP online using our registration form (which can be customised to include special requirements such as diet or menu preferences), access the gift registry or in the event they are unable to attend, upload messages for reading at the reception. Wedding organisers can save a great deal of time using the online seating plan which makes it possible for family members in different locations to give input. The portal also provides a valuable directory of service providers (photographers, cake makers, DJs, etc) and links to useful advice and tips.

EXBO offers this wide range of online tools to make event organisation easy and accurate. You might need just one, or many, depending on the size of your event. Chat to us about the options and we'll endeavour to impress and surprise you!