

# Platform Overview





# The foundation of great events starts here

AttendEase empower planners to successfully deliver event design and content that create outstanding attendee experience and drive community engagement.

Our event software has a track record of success supporting enterprise organizations, agencies, non-profits, associations, and other organizations to manage their portfolio of events using a highly configurable platform that minimizes the need for customization, so you can have an easy-to-use, cost-efficient solution.

Find out why organizations like Adobe, Autodesk, and NBC rely on our event platform to create and manage thousands of meetings and events each year.

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## Loved and trusted by





# Is Attendease right for you?

Attendease serves as a foundational tool that helps event teams to create, deliver, and measure a portfolio of internal and external meetings and events of all types and sizes, whether virtual, hybrid, or in-person, while providing a seamless attendee journey.

Attendease is a **great fit** for organizations looking for:

- ✓ reasonable and predictable technology costs with no surprise fees
- ✓ simplified attendee communication to attract, inform and engage to drive results
- ✓ delivering consistent, branded experiences throughout the entire attendee journey
- ✓ making it easy for attendees to navigate and personalize their event agenda
- ✓ driving registration experiences that convert and reduce drop-offs
- ✓ accessing actionable attendee and event data when and where you need it
- ✓ having the ability to execute multiple events at scale
- ✓ 5-star customer service

Attendease's versatile platform can save you and your team time **and** money.

- ✓ Unlimited events and attendees with every subscription and no per-registration fees
- ✓ Cut down on website and marketing tool subscriptions
- ✓ Create and manage hundreds of events within one platform
- ✓ Eliminate custom design and web development time lags and expenses
- ✓ Drive down the cost per event with each incremental event you do



## MEETINGS & EVENTS TYPES SUPPORTED

### Event Types

- Webinar
- Roadshow
- Product Launch
- Retreat
- Training
- Conference
- Recruiting

### Event Formats

- Internal
- Incentive
- Virtual
- Hybrid
- In-Person

**And more!**



Our engine is built around a set of features that solidify the foundation of successful events. Deliver consistent experiences that drive results throughout the entire event lifecycle.



### Event Promotion

Grab attention and tell your story so that attendees are engaged and empowered to learn more across on-brand channels, thus building excitement and encouraging them to sign up and, ultimately, show up!



### Pre-Event

Maintain buzz and build anticipation with logical email reminders, profile personalization, agenda customization, and content engagement —all of which help attendees look forward to the main event.



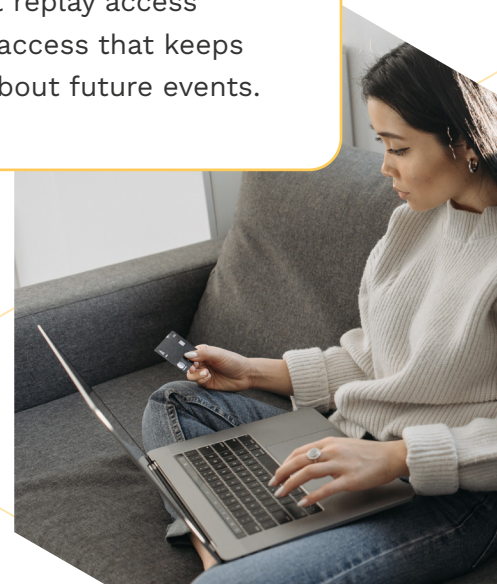
### Event

The day-of is smoother than ever with strong foundations: easy event and session check-in, live agenda updates, and engagement options to support your content delivery and a seamless attendee experience.



### Post-Event

Just because the event is over, doesn't mean the great experience has to end. Keep the positive impression going with instant replay access and downloads, convenient survey options, and portal access that keeps attendees engaged with your community and excited about future events.





# 1. Event Registration

Our online event registration software is easy to use and provides a seamless attendee experience that drives conversion. Attendease gives you the flexibility to manage registration exactly as you need, fully secure and easy to use.



## Registration

- Create public or private events
- Send personal or private invitations
- Option to allow group registration
- Import attendees to auto-register them



## Forms

- Use advanced form features, including global fields, conditional logic, custom fields
- Save registration forms to use again in future meetings and events
- Create unique registration forms for specific pass types or specific sessions



## Tickets & Passes

- Create free or paid events
- Create pricing tiers and pricing based in milestones
- Create promo codes, add-on passes and group passes
- Manage event and session capacity
- Set waitlists



## Secure payment gateway

- Manage secure payments with Stripe, Microsoft, Apple and/or Google Pay
- Ability to accept multiple currencies
- Ability to manage refunds
- Measure real-time registration, sales, and refunds



# 2. Website Publishing & Automation

Regain control over your brand: easily create fully branded event websites and provide a stellar experience to your attendees using pre-built templates. You don't need to be a website developer or designer to spin up your own event pages.

Attendease reduces reliance on other teams by allowing event professionals to build, manage and update their own white-labeled event websites. Better yet, once you build your event website, you can easily clone it to create a new one with the click of a button.

- ✓ White-labeled website templates
- ✓ Smart content blocks that pulls event data into website
- ✓ Custom subdomain URLs
- ✓ Website cloning
- ✓ Events portal page

## ACCESSIBLE WEBSITES FOR INCLUSIVE EXPERIENCES

As of May 2022, Attendease offers pre-built templates that meet the Web Content Accessibility Guidelines (WCAG) 2.1, so you can use our event platform and pre-built templates to deliver accessible event experiences to users.

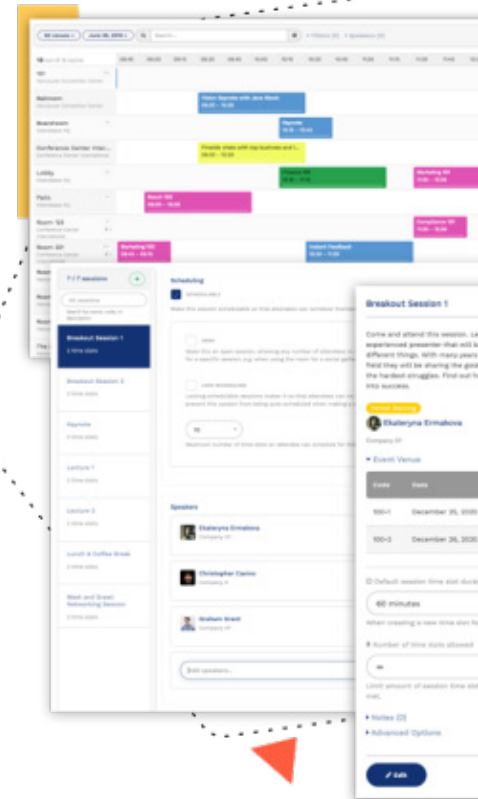




# 3. Agenda Management

The Attendase agenda management module allows you to manage from the simplest to the most complex event schedules with ease, whether your event is virtual, in-person, or hybrid. Registrants can build their own agenda, sign up for specific sessions, view sessions that are already full, and sign up for a waitlist. Manage multi-day, multi-session events with an intuitive system:

- Create, edit and manage sessions with a drag-and-drop tool
- Create sessions available for specific pass types or pricing groups
- Add session specific handoff material, video, speakers, sponsors, filters, metadata
- Setup room capacity and waitlists
- Avoid schedule conflicts and double booking a speaker or a room
- Visualize your schedule grid to ensure nothing is missed
- Publish your agenda to web and mobile with confidence that it will look great across all devices
- Automatically update agenda information to the event website and mobile app in real-time
- Manage speaker profiles



## Speakers, Sponsors & Exhibitors Workflows

An easy way to manage Speakers, Sponsors & Exhibitors

Use workflows to automate the process of managing speakers, sponsors, and exhibitors. All three workflows work in a similar manner:

1. Create custom application forms
2. Invite speakers, sponsors, and exhibitors to register
3. Review and approve or reject applications
4. Quickly publish approved profiles to your website
5. Let speakers, sponsors, and exhibitors manage their information. They can add their own bio, and all you need to do is approve it. Everything will automatically be updated to your website.



# 4. Attendee Experience

Leave your attendees with a positive experience by protecting their personal information, allowing them to customize their profile and session agendas, and providing them with ways to connect to other event participants.

## Personal Agenda Creation

Enable attendees to schedule sessions and to create their own personal agenda for the event. Attendees can easily search the sessions available by using filters to find exactly what they are looking for.

## Member Profile

Put attendees in the driver's seat with the ability to customize their profile, access their passes and see their session agendas from their own account.

## Social Sharing

Registrants can share details of an event with their network across various social media channels.

## Virtual Engagement Tools

Drive engagement for your virtual events with our native broadcast platform, including chat, Q&A, polling, and more.

## Onsite Check In

Let your attendees checkin into the event or specific sessions using a QR code.

## Branded Experience

Provide a fully-branded, seamless experience to attendees from start to end, including all content, multimedia, session handouts, event website, and more.

## Foster Relationships

Allow attendees to share their profiles with others and connect with other participants, whether your event is in-person or online.

## Single Sign-On (SSO)

Our SSO solutions simplify the registrant sign-in process, while keeping attendee data secure.







# 5. Event Marketing & Communications

Amplify your event with a holistic approach. From promoting your event to drive registrations to communicating with attendees to provide timely information, AttendEase is here to support you.



## Email Marketing

**Email Templates:** Create fully-branded templates that can be used across your entire portfolio of events.

**Segmentation & Automation:** Create segmented email lists and schedule your email messages to be sent when you need it.

**Personalization:** Save time and avoid errors by using tokens to personalize your messages, including personal attendee information and event details.

## Notifications

Send automated push notifications through your event's mobile app to keep attendees engaged and informed.

## Analytics

Track and analyze your event website traffic and top converting channels with Google Analytics and Google Tag Manager integrations.

## Retarget Incomplete Registrations

Retarget potential attendees who started the registration process but didn't finish by creating a dedicated email blast for this list segment, or use the Google Tag, Facebook Pixel, and LinkedIn Insights Pixel to create remarketing campaigns.



## Gather Attendee Feedback

Easily create surveys tied to events or specific sessions and automatically visualize aggregated analytics data from survey answers.

## Integrate With Your Enterprise Stack

Attendease seamlessly integrates with leading enterprise tools such as Marketo, Salesforce, Hubspot, Slack, Google Analytics, and Slido.



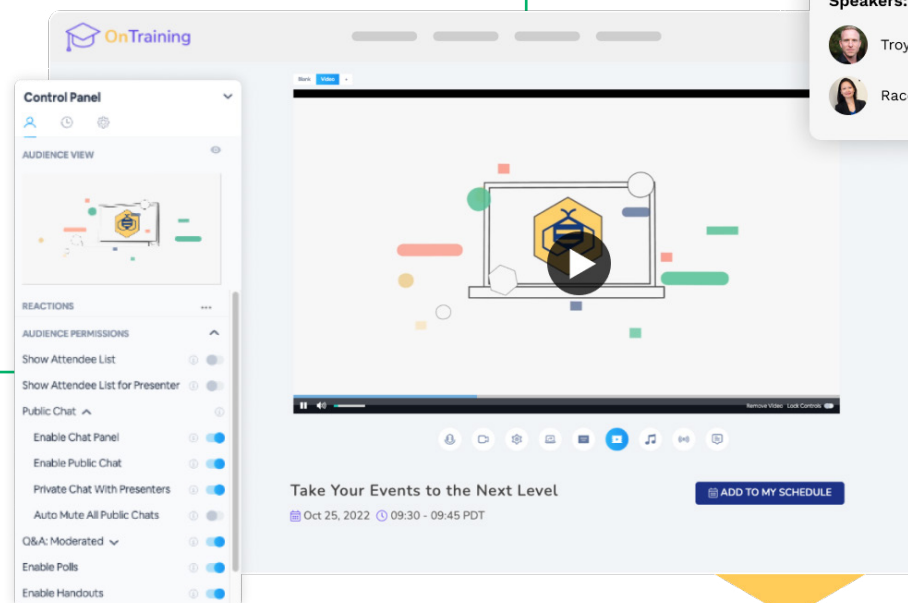


# 6. Virtual & Hybrid Events

The AttendEase platform allows event teams to manage live, semi-live, and on-demand virtual sessions, no matter how small or large your event is. Planners have the option to host a seamless virtual experience in the AttendEase Virtual Studio or to connect with third-party solutions.

Our native solution is fully-integrated and provides engagement features, including chat, Q&A, poll, and more. Planners can boost sponsor visibility for virtual meetings and events using sponsored sessions, dedicated sponsor area, sponsored downloads, and more.

- Broadcast virtual events
- Host single-session or multisession online events
- Watch recorded sessions ondemand
- Bring presenters on- and offstage
- Moderator option to control mic and camera for host, speakers, and more
- Play MP4 and YouTube video during your webinar
- Engagement tools: chat, poll, Q&A
- Comprehensive reporting that includes registration, attendance, and engagement metrics
- Unlimited presenters or hosts
- Virtual event reporting and recording available for download
- Include Audio in the Waiting Room for Dial In Attendees
- Add an Image to my Custom Embed/HTML Pop-Up Offer
- Setup breakout rooms
- Product and Sponsor Showcase Tools with Popup Message, Offers, Banner Ads
- And more





# 7. Event Data & Analytics

Minimize the need to check multiple analytics dashboards. Within Attendease you can track performance throughout the entire event lifecycle, from registration to revenue. Our reports let you collect, visualize and export data with confidence.

## Event Registration and Attendance

Keep track of your registration and attendance numbers in real-time, so you can analyze your results at any stage of your event.

## Event Revenue Tracking

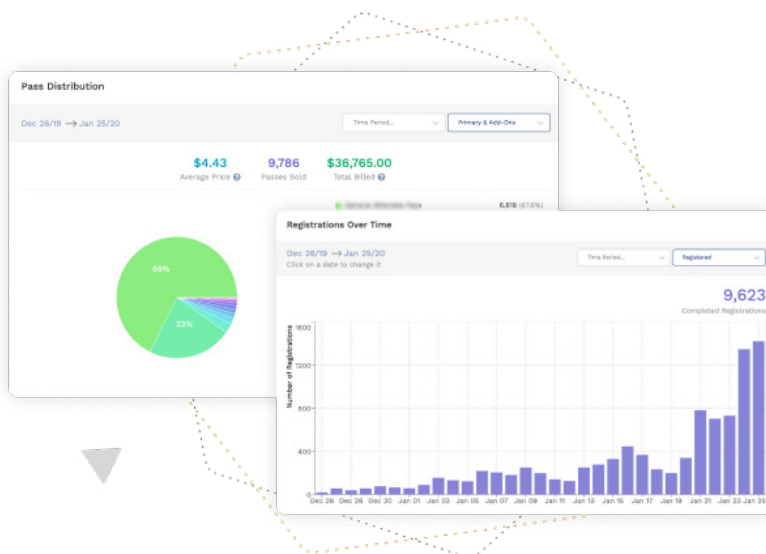
Track and analyze the revenue of a specific event or a set of events under a Business Unit.

## Survey Analytics

Visualize aggregate data from survey answers.

## Business Unit Level Analytics

Check analytics data for your portfolio of events, across the Business Unit.

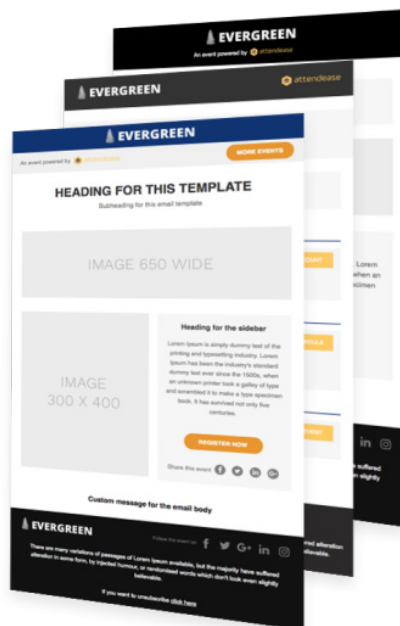




# 8. Multi-Event Management

AttendEase is a powerful engine for creating, publishing and managing an entire portfolio of events by various teams. The platform was built specifically to meet the needs of busy enterprise professionals who manage several internal and external events and meetings at a time. While templates and cloning functionalities help brands maintain a unified look and feel across all events, robust permissions settings keep sensitive information protected.

- Manage different brands and business units from one platform
- Setup user permissions for your events team
- Create a library of website templates to use across all your events
- Use global fields to manage attendee data across multiple events
- Control the visibility of your event website so that only registered attendees or members of your organization can see it



## Event Listing Portal

Let people know about upcoming (and previous) events with our sophisticated event portal, which can be set to public or private. Visitors can browse your events in list or calendar form, and search for relevant content using filters.



## Enterprise-Grade Security & Compliance

We take security seriously and that is an integral part of what we do. Attendease complies with the latest in security and compliance requirements to serve the enterprise market, including:

- ✓ GDPR compliance
- ✓ Data encryption
- ✓ Privacy policy, user terms, and services agreement
- ✓ Two-factor authentication
- ✓ Accessibility requirements (WCAG 2.1 Compliant)

Our platform also helps you control who has access to information internally, by allowing you to manage user permissions by user, event, or business units. Each user will only see parts of the platform that they need.

**4.6 Stars on**



## 5-Star Onboarding & Support

Our team at Attendease is here to support you with our onboarding program which is tailored to your unique requirements. Your team will get assigned your own Customer Success Manager, who will help you with:

- Setup your account and your first event
- Setup a custom website domain
- Design your first website template
- Enable you to send emails from your own email addresses
- Anything else you may need in your journey with Attendease!

Our goal is to provide your team with the skills and knowledge to operate independently and meet your event management objectives.

With onboarding complete, the Support team is ready to assist you throughout the rest of your Attendease experience. Our Support staff are just a click away and work closely with your team to provide guidance, answers to common questions, best practices, and report issues. Our team is responsive, experienced, and driven to provide an outstanding experience.



[www.attendease.com](http://www.attendease.com)