

Axaco Event Management leads you through a successful event from planning and realization to follow-up and statistics

Axaco Event Management lets you handle the whole process of administrating meetings, fairs, events and training sessions.

Axaco Event Management is a very flexible system which gives you total control over incoming registrations for your event. The system consists of a number of modules with different base functions which can be tailored for every individual project.

Axaco Event Management is user friendly and close user support is included for the duration of the project. The flexibility of the system provides great possibilities of integrating data to your internal systems.

We always use the latest technique which facilitates the whole project as well as giving it a professional image. The customer works with Axaco Event Management over the Internet and is able to use all features regardless of geographical place or type of computer used.

Axaco Event Management allows you to...

- Get an overview of all attendees
- Reach the attendees by e-mail and text message
- Ask questions and conduct surveys
- Monitor selections and groupings
- Save time

With Axaco Event Management you will get...

- More time for other things
- A contemporary and professional profile
- Efficient work flows
- Immediate access to statistics
- Efficient online card payment
- Quicker measurement of results using electronic surveys

Other fact sheets from Axaco Event System:
Resource handling, Workshops and Abstracts/papers

Overview — selection of functions in Axaco Event Management

Import of data

Simple procedure for importing attendee information from Microsoft Excel and then sending out letters and invitations through the system.

Invitations

Professional and well designed invitations can be created and sent by e-mail or regular mail. The system can also generate address labels.

Online registration

The administrator can easily build simple as well as more advanced registration forms with an appealing design for the attendees to register online.

Confirmation letter

Dynamic letters based on the information the attendee has supplied in the registration form can be created and sent out as e-mail or traditional paper print-outs.

Data export

A system solution ready for export of data to your internal system.

Text messaging

The system supports dynamic text messaging to groups as well as to individual persons.

Lists

Lists are generated automatically from the questions in the registration form. The administrator can easily change the lists or create new ones. All lists can easily be exported directly to Microsoft Excel sheets.

Hotel reservation

Functionality for allotment handling.
See separate fact sheet "Resource handling".

Travel administration

Often used in direct co-operation with a travel agency, where information is shared over the Internet. This function makes it possible to create efficient work flows and to save all travel information directly in the system with the possibility of integrating the information in confirmation letters and tickets.

Grouping

You can easily group/categorize the attendees in order to always get the correct information for the right purpose.

Online payment

A flexible and powerful accounting function that allows you to create articles, connects articles to selections in the registration, and facilitates online payments via credit card or invoice. The system provides you with complete accounting information.

Evaluation/Questionnaire

With this function the administrator can easily design questionnaires and the answers are shown immediately on the Internet. The questionnaire can be either anonymous or not.

Name tag generator

The system has a powerful name tag generator where you can create name tags with images, backgrounds, and barcodes. The name tag generator can also be used to create labels, luggage tags, lunch tickets, and so on.

Arrival registration

Arrival registration means that the attendees are checked off at arrival with a bar-code reader connected to a Tablet-PC (a portable computer screen). For unannounced attendees who have not yet registered there will be a registration station where they can fill in their information and receive a name tag identical to those worn by the others.

Resource handling

Our new function, resource handling, allows you to easily administer all types of allotments such as hotels, rental cars, rooms and so on. You will also be able to give external suppliers access to supervise current resource bookings. See separate fact sheet "Resource handling"

Workshop administration

Our new function for workshop administration fully supports the handling of workshops. Attendees book meetings and select the times for the meetings when they enter the registration form. The calendar over the meetings can then be mailed out to the attendees.
See separate fact sheet "Workshop"

Language independent

Axaco Event Management is language independent (currently available in Swedish, Norwegian, English, French, German and Spanish) which facilitates multiple users working on the same project regardless of language.

Please, contact us for more information!
Call us at: + 46 8 522 239 80, send us an e-mail at: info@axaco.se, or visit our website at: www.axaco.se