

## Workshops

Axaco's additional function for workshops makes it simple to set up and administer a workshop. As you register, you may also book a meeting with people/companies participating in the event. These bookings become visible in a booking calendar. This makes it easy to create schedules for the meetings as well as calendar information.

The Administrator can make changes and reverse the bookings. The attendees booking the meetings are free to do so as long as the resource is available, the system knows when a resource is fully booked. The meeting times can be pre-defined and certain times, e.g. lunch time, can be blocked so that no meetings can be scheduled during that time.

Administratively, this saves a lot of time that otherwise would be spent booking and planning meetings. Anyone registering can see who is available for a meeting in a drop-down menu. Attendees can supply a descriptive document accessible to the other attendees at registration.

For this purpose, the administrator creates a template so that all documents follow the same standard in regards to headings, fonts and so on.

The attendees receive contact information from their meetings which they can use for future contacts. The administrator and the supplier will get a picture of what areas/suppliers are attractive. This way the supplier gets the opportunity to increase his/her participation.

Basically, you just use Axaco Event Management, all you have to do is to add the function \*Workshop\*.

### Functions

- One registration form for everybody
- Speed dating support
- Pre-defined meeting times
- Calendar function for the attendees
- Possibility to block certain time spans for booking
- Simple updating of your Outlook calendar
- Printing of meeting calendar
- Send reminders to attendees who have not yet booked any meetings
- Simple functionality for the administrator to change bookings
- Simple function for the attendees to change bookings
- Object description accessible at registration
- Other functionalities in Axaco Event Management are included as well

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

Please, contact us for more information!  
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