

## Online Registration and Ticketing Solution for Conferences

EventBookings makes it very easy to manage online registration and ticketing for business events. Iile conference or workshop. From registration and participation fee collection to smooth tracking of attendee seats. EventBookings for all the options to help you arrange any type of conferences between the participation of the top to the title guests and let the system do the rest! Conferences between factors this you need to get right and various details the guests and let the system do the rest! Conferences between factors this you need to get right and various details the many fetch and/or rechabous as necessary to get the information just need when tended see to booking that tickets. With a dynamic seat allocation feature, you can create a visual representation of the venue and seating arrangement for any sized conference event. You can allo set to different ticket classes for different kinds of guests or attendees. For instance, media members, multi-day, single-day, VIP, etc.

#### Setting up online registration and ticketing for conferences

ou can customise your event with essential features like adding promotional offers, restricting attendee number, etting up different types and layers of tickets. Let's take a look at how the event, The Accelerate Digital Summit,



## **01.** Set Event Preferences

After creating the event from the dashboard, the first step is to set the basic preferences. The organisers of this event decided to define difficient tokes types and a customised seat-plan. They did not allow any discosion on early ticket purchases. Moreover, they restricted the total number on early ticket purchases. Moreover, they restricted the total number and the number of tickets allocated for each attendes. These references were set up in just a few clicks, as shown in the screenshing.

#### **02.** Customise Tickets and Pricing

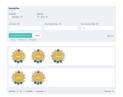




## 03. Enter Your Event Details

#### **04.** Configure your Seating Arrangement

the seating arrangement section, the conference organisers had the tion to create a virtual representation of their seating arrangement ere were 5 round tables with 12 chairs for each one. Each table wo we a guest speaker, 5 VIPs, and 8 General attendees. The seat plan nerator of event bookings represented this in a very convenient w.



# Event Pre-Requisites Additional Detail - Per Attendee 💿 Additional Detail - Booking 🕤

### **05.** Additional Setting

The event settings page could have been used to ask specific questions to the attendees. Apparently, this step was not necessary for the conference