

Online Registration and Ticketing Solution for Conferences

EventBookings makes it very easy to manage online registration and ticketing for business events, like conference or workshop. From registration and participation fee collection to smooth tracking of attendee seats, EventBookings has all the options to help you arrange any type of conference successfully. [Create your event page](#), send the link to potential guests and let the system do the rest! Conferences have various factors that you need to get right and various details that you need to collect from your attendees prior to the event. With EventBookings' drag and drop system, you can add as many fields and/or checkboxes as necessary to get the information you need when attendees are booking their 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 also set up different ticket classes for different kinds of guests or attendees. For instance, media members, multi-day, single-day, VIP, etc.

The feature-rich online ticketing platform of [EventBookings](#) can be used to manage business events like:

- | | | |
|---|---|--|
| <ul style="list-style-type: none"> Corporate (large) business conference Business forum Digital Summit Technology conference Social development seminars Workshop on healthcare | <ul style="list-style-type: none"> Small business conference Business leaders' workshop Programming workshop Government conference Day-long workshop And many more... | <ul style="list-style-type: none"> Corporate seminar Robotics workshop Mid-market meet up Annual General Meeting (AGM) Advertising and marketing conference |
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The sample step-by-step process explained below will guide you towards making your own conference event page in just a few clicks.

Setting up online registration and ticketing for conferences

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

Event Preferences

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 different ticket types and a customised seat-plan. They did not allow any discount on early ticket purchases. Moreover, they restricted the total number of tickets and the number of tickets allocated for each attendee. These basic preferences were set up in just a few clicks, as shown in the screenshot.

Ticket Types

Ticket Type	Start Date	End Date	Action
Possible	1		
Free	2		

Ticket Levels

VIP

Ticket Color	Min Price (\$USD)	Total Seats	Max Per Customer	Start Order
	\$0	15	1	1

TICKET TYPES

Ticket Type	Ticket Price (\$USD)	Action
Possible	\$0.00	

SEATMAPS

Ticket Color	Min Price (\$USD)	Total Seats	Max Per Customer	Start Order
	0	6	1	6

TICKET TYPES

Ticket Type	Ticket Price (\$USD)	Action
Free	0.00	

02. Customise Tickets and Pricing

The price and ticketing options were set up at the next step. There were two ticket types (Payable and Free), assigned among three ticket levels (General, VIP, Speaker). The base price was set to be \$50 for General attendees and \$80 for the VIPs. The Speakers would attend the conference for free, essentially registering for the event. There were restrictions on the total number of attendees for each level (as the seating was limited), and also only one ticket was allowed for per registered attendee.

[illegible]

DESCRIPTION

Marketing takes on a wide variety of forms and is constantly evolving, particularly in the online space. The *Accelerate Digital Summit* gives you the chance to learn about some of the cutting edge ways to brand yourself in an increasingly competitive world.

MARKETING YOUR BUSINESS THE RIGHT WAY

Hear from 5 different experts in the field focusing on different areas of digital marketing over this wonderful two-day event, including:

Steve O'Martino - Social media
Alice Richardson - Website optimisation
Nancy Rogan - SEO
David Sigland - Google Adwords
Lacey Doherty - Newsletter marketing

For more information please visit our website or contact us directly. Reservations essential.

03. Enter Your Event Details

Next comes the Event Details page. Here the event name, date, time, description, location and other event information were added. Also, they uploaded a beautiful banner image for the event page, including a related thumbnail image. Note that, we always recommend uploading high quality images (with bigger resolution) for your customised event page. It is very important to write proper description of your business event, with detail information of event agenda, slogan, speakers, objectives, etc. Like in the use case we're following, the event organisers put a slogan for the conference, along with topics and speaker details. Another important information you must put, is your event location map.

04. Configure your Seating Arrangement

In the seating arrangement section, the conference organisers had the option to create a virtual representation of their seating arrangements. There were 5 round tables with 12 chairs for each one. Each table would have a guest speaker, 3 ViPs, and 8 General attendees. The seat plan generator of event bookings represented this in a very convenient way.

Event Status

- ☒ Event status: Active ?
- ☒ Event slider status: Active ?

Event Pre-Requisites

- ☐ Do you wish to restrict event to a specific list of attendees?

Additional Detail - Per Attendee ?

- ☐ Does the event require attendee information?

Additional Detail - Booking ?


- ☐ Do you wish to enable additional comment section at time of booking?

Waiting Time

Scenario: View: ☒ None

Find Dates: How Often to Run: How Often Last Date:

SP 101, SP 102, SP 103, SP 104, SP 105



10/10/2018 10:10 AM SP 101 SP 102 SP 103 SP 104 SP 105 SP 106 SP 107 SP 108 SP 109 SP 110 SP 111 SP 112 SP 113 SP 114 SP 115 SP 116 SP 117 SP 118 SP 119 SP 120 SP 121 SP 122 SP 123 SP 124 SP 125 SP 126 SP 127 SP 128 SP 129 SP 130 SP 131 SP 132 SP 133 SP 134 SP 135 SP 136 SP 137 SP 138 SP 139 SP 140 SP 141 SP 142 SP 143 SP 144 SP 145 SP 146 SP 147 SP 148 SP 149 SP 150 SP 151 SP 152 SP 153 SP 154 SP 155 SP 156 SP 157 SP 158 SP 159 SP 160 SP 161 SP 162 SP 163 SP 164 SP 165 SP 166 SP 167 SP 168 SP 169 SP 170 SP 171 SP 172 SP 173 SP 174 SP 175 SP 176 SP 177 SP 178 SP 179 SP 180 SP 181 SP 182 SP 183 SP 184 SP 185 SP 186 SP 187 SP 188 SP 189 SP 190 SP 191 SP 192 SP 193 SP 194 SP 195 SP 196 SP 197 SP 198 SP 199 SP 200 SP 201 SP 202 SP 203 SP 204 SP 205 SP 206 SP 207 SP 208 SP 209 SP 210 SP 211 SP 212 SP 213 SP 214 SP 215 SP 216 SP 217 SP 218 SP 219 SP 220 SP 221 SP 222 SP 223 SP 224 SP 225 SP 226 SP 227 SP 228 SP 229 SP 230 SP 231 SP 232 SP 233 SP 234 SP 235 SP 236 SP 237 SP 238 SP 239 SP 240 SP 241 SP 242 SP 243 SP 244 SP 245 SP 246 SP 247 SP 248 SP 249 SP 250 SP 251 SP 252 SP 253 SP 254 SP 255 SP 256 SP 257 SP 258 SP 259 SP 260 SP 261 SP 262 SP 263 SP 264 SP 265 SP 266 SP 267 SP 268 SP 269 SP 270 SP 271 SP 272 SP 273 SP 274 SP 275 SP 276 SP 277 SP 278 SP 279 SP 280 SP 281 SP 282 SP 283 SP 284 SP 285 SP 286 SP 287 SP 288 SP 289 SP 290 SP 291 SP 292 SP 293 SP 294 SP 295 SP 296 SP 297 SP 298 SP 299 SP 300 SP 301 SP 302 SP 303 SP 304 SP 305 SP 306 SP 307 SP 308 SP 309 SP 310 SP 311 SP 312 SP 313 SP 314 SP 315 SP 316 SP 317 SP 318 SP 319 SP 320 SP 321 SP 322 SP 323 SP 324 SP 325 SP 326 SP 327 SP 328 SP 329 SP 330 SP 331 SP 332 SP 333 SP 334 SP 335 SP 336 SP 337 SP 338 SP 339 SP 340 SP 341 SP 342 SP 343 SP 344 SP 345 SP 346 SP 347 SP 348 SP 349 SP 350 SP 351 SP 352 SP 353 SP 354 SP 355 SP 356 SP 357 SP 358 SP 359 SP 360 SP 361 SP 362 SP 363 SP 364 SP 365 SP 366 SP 367 SP 368 SP 369 SP 370 SP 371 SP 372 SP 373 SP 374 SP 375 SP 376 SP 377 SP 378 SP 379 SP 380 SP 381 SP 382 SP 383 SP 384 SP 385 SP 386 SP 387 SP 388 SP 389 SP 390 SP 391 SP 392 SP 393 SP 394 SP 395 SP 396 SP 397 SP 398 SP 399 SP 400 SP 401 SP 402 SP 403 SP 404 SP 405 SP 406 SP 407 SP 408 SP 409 SP 410 SP 411 SP 412 SP 413 SP 414 SP 415 SP 416 SP 417 SP 418 SP 419 SP 420 SP 421 SP 422 SP 423 SP 424 SP 425 SP 426 SP 427 SP 428 SP 429 SP 430 SP 431 SP 432 SP 433 SP 434 SP 435 SP 436 SP 437 SP 438 SP 439 SP 440 SP 441 SP 442 SP 443 SP 444 SP 445 SP 446 SP 447 SP 448 SP 449 SP 450 SP 451 SP 452 SP 453 SP 454 SP 455 SP 456 SP 457 SP 458 SP 459 SP 460 SP 461 SP 462 SP 463 SP 464 SP 465 SP 466 SP 467 SP 468 SP 469 SP 470 SP 471 SP 472 SP 473 SP 474 SP 475 SP 476 SP 477 SP 478 SP 479 SP 480 SP 481 SP 482 SP 483 SP 484 SP 485 SP 486 SP 487 SP 488 SP 489 SP 490 SP 491 SP 492 SP 493 SP 494 SP 495 SP 496 SP 497 SP 498 SP 499 SP 500 SP 501 SP 502 SP 503 SP 504 SP 505 SP 506 SP 507 SP 508 SP 509 SP 510 SP 511 SP 512 SP 513 SP 514 SP 515 SP 516 SP 517 SP 518 SP 519 SP 520 SP 521 SP 522 SP 523 SP 524 SP 525 SP 526 SP 527 SP 528 SP 529 SP 530 SP 531 SP 532 SP 533 SP 534 SP 535 SP 536 SP 537 SP 538 SP 539 SP 540 SP 541 SP 542 SP 543 SP 544 SP 545 SP 546 SP 547 SP 548 SP 549 SP 550 SP 551 SP 552 SP 553 SP 554 SP 555 SP 556 SP 557 SP 558 SP 559 SP 560 SP 561 SP 562 SP 563 SP 564 SP 565 SP 566 SP 567 SP 568 SP 569 SP 570 SP 571 SP 572 SP 573 SP 574 SP 575 SP 576 SP 577 SP 578 SP 579 SP 580 SP 581 SP 582 SP 583 SP 584 SP 585 SP 586 SP 587 SP 588 SP 589 SP 590 SP 591 SP 592 SP 593 SP 594 SP 595 SP 596 SP 597 SP 598 SP 599 SP 600 SP 601 SP 602 SP 603 SP 604 SP 605 SP 606 SP 607 SP 608 SP 609 SP 610 SP 611 SP 612 SP 613 SP 614 SP 615 SP 616 SP 617 SP 618 SP 619 SP 620 SP 621 SP 622 SP 623 SP 624 SP 625 SP 626 SP 627 SP 628 SP 629 SP 630 SP 631 SP 632

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 organisers.

So, these were the steps that the event organiser followed to set up the event page for 'The Accelerate Digital Summit'. We hope you have found this test case to be a useful example for setting up your own business conference. In any instance, don't hesitate to [contact our team](#) if you have trouble setting up concert events using EventBookings.