

# Online Registration

## REGISTRATION PROCESS

Best Meetings can be set up for single and multi-session meetings, as well as meetings with customizable tracks and choice of sessions within each track. You can set payment options for each session or track as well for early or late registrations. It allows you to control session capacity and waitlist options. You can also permit attendees to change their registrations until your specified cut-off date.

## CUSTOMIZABLE REGISTRATION FORMS FOR EVERY PARTICIPANT

Your meeting participants can access registration 24 hours a day. We custom build every meeting to your specifications. We will even set up a separate website for your company or for each meeting you are planning. We do all of the programming for you so you do not have to become a programmer. You will still be able to change page text online if you want to or we will be happy to do it for you at no additional charge. We can custom tailor each registration form so you can have different pages and prices for each category of attendee. This allows for offering different prices, accommodations, session choices.

## AUTOMATED EMAIL RESPONSES

When someone registers with us, they will receive a custom confirmation email that will contain whatever you want it to say. We will also send out mail or email invitations to your prospective attendees.

## HOUSING MANAGEMENT & REGISTRATION

Best Meetings provides a one-stop meeting registration service with our housing management module. With us, you can easily automate room block management with multiple hotels, room types and rates. You can generate detailed housing reports in real time, and share the data with your hotel suppliers or we can do it for you.

- Room block management with real-time rooming lists
- Multiple hotels, room types and prices
- Capture accommodation costs as registrations are completed
- Customized housing registration: offer different hotel choices, room types and discounts based on what category they are.
- Set up to allow charging of room at time of registration or when they check in at hotel.
- Email reports to hotels whenever needed, using Excel or CSV format.

## ROOMMATE MATCHING

Best Meetings offers roommate matching in three different formats.

- Automatically selecting roommates
- Setting up a message board for people to post that they are looking for a roommate
- Manually selecting roommates and contacting them.

You can have anywhere from 2 to 4 people sharing a room without double to quadrupling your room block

Try our sample registration form.