

## Registration

### - Customized Meeting Registration

Tracking every detail about your attendees can be critical. We use a variety of different software programs to allow us the greatest flexibility in meeting your needs. With on-line registration, attendees will be able to register easily and securely. Reports, letters, financials, badges, tickets, etc. can be provided to you.

- Develop registration material/packet
- Establish a client event bank account for deposit payments
- Accept registrations via Internet, fax or mail
- Process all payments, including credit cards
- Handle phone inquiries and questions on our toll-free number
- Set-up computerized registration
- Generate participant reports
- Generate specific tracking reports by session, activity, etc.
- Invoice and follow through on the collection process