

# Our Services

Sometimes registration just isn't enough.

## Onsite Registration Management

You need a registration desk that is fast, friendly and operational for the duration of your event. We can provide that service and more with a variety of onsite registration management services. These range from minimalist one person setups to large scale mutli-station configurations.

Our complex onsite networks contain computer stations and color laser printers connected via the Internet to your registration website. This allows registration staff to complete onsite registrations, make substitutions, take payment, sell tickets or conference fees, and correct name badges.

Onsite registration management requirements are rarely the same from one person to the next, so contact us today to find out how we can compliment your registrants onsite experience.



## Event Attendee Name Badges

We produce full color event attendee name badges in all sizes. Our standard name badges are 3"x 4" with a design of your choice. The attendees name badges are printed in alphabetical order by last name, perforated and stuffed into slotted and top loading vinyl holders. A black shoelace lanyard with a J-Swivel clip is included.

The cost per name badge is \$2.50 for one-sided, or \$4.50 for a two-sided badge with a personalized agenda on the reverse side.

Our attendee name badge services are available on their own or accompanied by any of our other products or services.



## Call Centre Support

Don't have time to manage the registration questions and emails? Let us do it for you. We can provide a dedicate toll free number and a unique email address for your registrants to call or send their questions. We respond within one hour during normal business hours and the next day for those outside of normal business hours. We will help your registrants be successful with their registration so they can be assured they will have a great experience at your event.

Our Call Centre Support staff are fully bilingual in both English and French.



## Domain Name Registration

There are times when you need a simple domain name to reference in a printed invitation or advertisement that will bring that person to the online registration website. This can be accomplished through us by registering a domain name of your choice and then linking it up to your online registration website.

