

Introduction to Evensis.

Welcome to Evensis!

Evensis is a premier event management company dedicated to creating unforgettable experiences. We specialise in organising a wide range of events, from corporate conferences and product launches to grand celebrations and intimate gatherings. With a team of experienced professionals, we offer end-to-end event solutions, including venue selection, event planning, marketing, and on-site management. Our goal is to ensure every event we handle is a resounding success, tailored to meet the unique needs and expectations of our clients.

ATTENDEES

Category	Question	Answer
About Event	What is the purpose of this event?	This event is designed to [provide networking opportunities, showcase new products and offer educational sessions. For more details, please refer to the event app.
	Where can I find the event schedule?	The event schedule can be found on our official website at www.evensis.com or in the event app.
Ticket Details	How do I register for the event?	You can register for the event on our website at www.evensisreg.com or through the event app.
	What do the different ticketing prices mean?	Ticket prices vary based on access levels. For specific details, please refer to the event app.
	Are early bird discounts available?	Yes, early bird discounts are available. Please check our website for pricing details or refer to the event app.
	Are there VIP tickets with perks available?	VIP tickets include perks. Details are available in the event app.
	Is there preferred accommodation I can book?	We have partnered with several hotels near the venue. Please see our accommodations page at www.evensisaccom.com or check the event app for more details.
	How secure are my credit card details?	We use secure payment gateways to ensure your credit card details are protected. Our systems comply with the latest security standards.

	If I book my ticket online, how do I collect my ticket?	After booking online, you will receive a confirmation email with your e-ticket. Please print it out or display it on your mobile device at the event check-in.
	Where can I review my registration information?	You can review your registration details by logging into your account on our website or the event app.
	Can I register and buy a ticket at the event?	Yes, on-site registration and ticket purchase are available at the event entrance.
	Can I get a refund if I change my mind about attending?	Refunds are available up to 7 days before the event. Please refer to our refund policy at www.evensisref.com for more information.
	If the event is cancelled, how do I obtain a refund?	In the event of cancellation, all ticket holders will receive a full refund. Details will be communicated via email and our website.
	I booked the wrong session; can I change my booking?	Yes, you can change your session booking through your account on our website or by contacting customer support at 0700112233
	I can't pay by credit card; is there an alternate payment method?	We accept payments via bank transfer, PayPal and MPESA Please contact us at 0700112233 for assistance.
	I have special accessibility needs/dietary requirements; can you accommodate me?	Yes, please inform us of any special requirements during registration or contact us directly at 0700112233.
Travel & Venue	What parking arrangements are available at the venue?	Parking details can be found in the event app.
	I booked at the preferred hotel. Are there any shuttles organised to transport me to the event?	Shuttle service information is available in the event app.
	Where do I go to check in?	Check-in instructions are provided in the event app.
	Where can I buy a ticket on-site?	On-site ticket sales are available at the registration desk near the main entrance. Please refer to the event app for more details.

	Where is the keynote/my next session/the exhibition hall located?	Please refer to the event map in the event app or the information kiosks located throughout the venue.
	If I lose my ticket, where can I get a replacement?	Visit the help desk at the venue for assistance with lost tickets.
	How do I download the event app?	The event app is available for download on the [App Store/Google Play Store]. Search for Evensis or visit www.evensisdownload.com .
	Are there breakout sessions? Where can I find information about them?	Yes, breakout sessions are scheduled throughout the event. Information can be found in the event app and on our website.`

SUPPLIERS

Category	Question	Answer
Supplier Opportunities	How can I become a supplier for the event?	To become a supplier, please visit our sponsorship page at www.evensisupply.com or contact our sponsorship team at 0700112233
	What supplier packages are available?	We offer various supplier packages tailored to different levels of visibility and engagement. Please refer to our sponsorship brochure at www.evensisbrochure.com for detailed information.
	What are the benefits of supplying the event?	Suppliers enjoy benefits such as brand visibility, and networking with key industry players. Please refer to our supplier brochure for a full list of benefits.

SPONSORS AND PARTNERS

Category	Question	Answer
Sponsorship Opportunities	How can I become a sponsor for the event?	To become a sponsor, please visit our sponsorship page at www.evensisponsor.com or contact our sponsorship team at 0700112233.
	What sponsorship packages are available?	We offer various sponsorship packages tailored to different levels of visibility and engagement. Please refer to our sponsorship brochure at www.evensisbrochure.com for detailed information.
	What are the benefits of sponsoring the event?	Sponsors enjoy benefits such as brand visibility, speaking opportunities, and networking with key industry players. Please refer to our sponsorship brochure for a full list of benefits.

CONTACT INFORMATION

Category	Question	Answer
Speaker Enquiries	How can I book a session with a speaker or expert?	You can book a session through our event app or by visiting the registration desk on-site.
	Are there networking opportunities available?	Yes, there are several networking sessions and lounges available throughout the event.
	Who can I contact for more information?	For general inquiries, please contact us at evensis@gmail.com or 0700112233. For business inquiries, please contact us at evensisbiz@gmail.com or 0700112233.