

**Accounts:**

Super Account (Site Owner)- All permissions over all accounts

**Itechnolabs Comments:**

- System will have super admin account which will control vendors and customers
- Will have options to create vendors
- View the Details of the vendor ( unique Url for the vendors , Vendors events listing, Event count, Customer listing )
- Super admin can manager Front End Content for About, Terms & Conditions pages

Accounts (Customers who own Events) - Each account can have multiple events

- User types would begin with Admin and proceed as below
- Payments (account level) for each event

**Itechnolabs Comments:**

- Yes each Vendor can have multiple events
- There are Super Admin, Vendors , Participants and Users roles in the system
- Users are paying for each paid event separately
- Vendors can Manage Participants, Users, Event Categories, Events and can get reports related to Customers queries, Payments Reports,

**Payments:** Event will be created by Vendor, Vendors will pay to admin to get permission for creating the event each time.

Each participant will pay to attend that event and showcase their services. Customers will pay to attend the sessions on these events.

**Users:**

Ability to invite, log-in and manage users.

**Itechnolabs Comment:**

- User will be able to login using the frontend , currently user can login using email and password only. No social logins are given
- Manage users will be done at the Vendor Panel:

- Each vendor will have a separate event page from where they can allow users to signup / enroll for the event .

Create profiles with place holders for permission fields, tags.

**Ittechnolab's comment** - Profiles are created for each vendor who is posting the event on the portal . No separate profiles apart from it .

Ability to login using Linked In and FB profiles

- Not in current scope

User types:

Admin

Member (with choice of following roles)

- Attendee -
- Presenter (or Speaker) -
- Moderator -
- Contributor

**Ittechnolab's comment** - Based on recent discussions entire portal has following roles only :

Roles

1. Super Admin
2. Vendor
3. Participant
4. Attendees / Users

For web conferencing there will be one organiser and multiple participants who can interact through audio and video.

User Profile:

My Agenda

**Analytics and user data:**

Users must be tracked and time stamped for analytics on every interaction.

System must be able to query database on those analytics for “If /then procedures”.

System must be aware of what page is open and where the user is.

**Itechnolab's comment:**

1. Users are being tracked for
  - User login
  - User payments
  - User visit's to vendor profile
  - User chats on event page
  - User click on session hall page
2. System will generate a listing of above events and will allow search of users based on vendor's details (name/email )
3. Not in current scope

**Landing Page or Welcome Center & Halls**

- Custom backgrounds

**Itechnolab's comment:**

Not in current scope

- Custom Audio backgrounds

**Itechnolab's comment:**

Not in current scope

- Calendars/Schedules

**Itechnolab's comment:**

Display of all events calender is being done as per approved designs.

- Help Desk

**Itechnolab's comment:**

System will vendors/participants to interact with visitors through chat .

- Ability to add panels

**Itechnolab's comment:**

Not in current scope

- Images, Videos, Calendars, etc

**Itechnolab's comment:**

Participants can upload video and images related to their services as per approved designs .

**Sessions ( booths, sessions (panel, seminar hall, video wall) )**

- Custom backgrounds

**Itechnolab's comment:**

Not in current scope

- Custom Audio backgrounds

**Itechnolab's comment:**

Not in current scope

- Scheduling of session

**Itechnolab's comment :**

Session scheduling is given at the creation of an event .

- Ability to play live stream directly, or simulate scheduled and convert to on-demand after

**Itechnolab's comment :**

On watch on screen there is an option of live stream ( agora api ) and same is converted into video on demand for later access.

- Ability to make required for credit (and quantify credits)

**Itechnolab's comment:**

Not in current scope

- Ability to advance to another session or webpage at end of the session.

**Itechnolab's comment:**

- Users will be redirected to the listing of other sessions post completion of running session .

Interaction Panels for:

Q&A

**Itechnolab's comment:**

- Visitors are given an option to clarify their questions on live chat with participants . In addition, FAQ has been provided in help section.

Chat

**Itechnolab's comment:**

- Visitors are given an option to clarify their questions on live chat with participants .
- One to one and group chat is provided in the customer portal .
- Group chat will be provided in the network lounge .

Notes - can be emailed to the user

**Itechnolab's comment:**

- Not in current scope

Attendees online

**Itechnolab's comment:**

Network lounge screen will have all the attendees who are online

Applause

**Itechnolab's comment:**

Not in current scope

**Video Feature**

Video: one to one, one to many, many to many, many to one, vod,

**Itechnolab's comment:**

Only One to many is there in current scope.

Using Agora/ Tokbox/ Vonage

**Itechnolab's comment:**

Only agora is integrated

One on one or group sessions

**Itechnolab's comment:**

One on one or group text interactions are available in network lounge section

OR - Embed Zoom Meeting

**Itechnolab's comment:**

Only agora is integrated

**Payments:**

Pay for sessions on account level (The account owner pays us)

**Itechnolab's comment:**

- Vendors pay for creating events
- Visitors pay to Super admin for viewing the content

- All payments come to super admin and later distribute in offline mode.

Pay for sessions on the user level (the attendee pays the account owner)

**Itechnolab's comment:**

- All payments come to super admin and later distribute in offline mode.

**3D Templates:**

Beautiful 3D templates for lobby, hall, booths, sessions.

**Itechnolab's comment:**

- One template is used at present and no customisations are involved.

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**Additional Items:**

1. Are we sending (automated email) to Presenters with date, time & reference to join URL?

**Itechnolab's comment:**

- Yes with basic details

2. Are we sending .ics file with email ? Presenter should able to add event reminder in own outlook or gmail (i have mentioned earlier for visitor)

Are we sending as attachment with automated email for recipient to insert either in google calendar (.ics) or MS outlook (vcalendar)?

**Itechnolab's comment:**

- Not in current scope

## **Out of Scope :**

- Sponsors

### **Itechnolab's comment:**

- Not in current scope

- Email Template customisations

### **Itechnolab's comment:**

- Not in current scope
- If someones wants to buzz, Eg: Leaving the details to be contacted later ( Itechno needs to provide a solution for the same)

### **Itechnolab's comment:**

- Not in current scope

- On hovering on any person: Name, Designation, image

### **Itechnolab's comment:**

- Yes we will do it

- Employee Flow: / Employee Stake holder

relevant people ( stakeholders),

they will act as a spokesperson to the people coming on the booth. The Employees will be allocated participants whose queries will be answered by these employees so as to make the operations run smooth.

### **Itechnolab's comment:**

- Not in current scope
- But we will provide an option to allocate employees to handle help desk chat .
- Each employee can interact will all the visitors .



Live conference broadcasting to youtube , fb , vimeo

**Itechnolab's comment:**

- Not in current scope
  
- Upload Video

Customer - registered user can upload video under these categories Admin to review and approve before its available for users to view publicly

**Itechnolab's comment:**

- Yes we provide it

Allow users to like/dislike and comment on the videos

**Itechnolab's comment:**

- Not in current scope
  
- How multiple themes will be handled by the system?

Is it having the flexibility to select theme out of multiple themes available to schedule event by vendor or admin?

**Itechnolab's comment:**

- Not in current scope