Conference Programming Details

8 sections

- Association Member Registration
- Conference Registration
- Vendor App
- Vendor Registration
- Class Certification
- Course curriculum
- Instructor Registration
- Hospitality Section

Overview,

Once input data is available to multiple applications without repeat input.

Conference

Registration form (see attached)

Single – Form with payment option

Multiple – Form with Creator name, multiple members and

Nonmembers with payment options

Payment total is created from date/member/nonmember status

Payment options include

Early Bird Member (prior to identified date)

Early Bird Nonmember (prior to identified date)

Single day option (day 1,2,3)

Selection of what days they are attending, "all" or day 1,2,3 or

Combinations

Course selection is drop down from Course Curriculum from days selected

Mass email available

Print name badges with QR codes (see attached)

Make available individual and total class student totals

Print final certificate

Vendors App

Develop app for vendors, allow vendors to scan name badge for attendance at their booth.

Allow vendor to keep their list

Populate automatic random (weighted) draw for use on phone with "noise" (spinning draw drum)

Vendors Registration

Form to be developed

Collect –   Point of contact Name, email and phone number

Company name (as displayed in attendee manual)

Company description (max 100 word), website, etc

Payment options

Class Certificates

Select tablets and design stands for inside classroom doors

Design scan process for session attendees

Scan students into session 15 mins pre and post start times, single beep

Scan students out of course 30 minutes prior and 15 mins post finish time, double beep

In and out times gained from Course curriculum database

Double beep, initiates session certificates sent to attendee's email

At end of conference, attendee may access and print full certification by QR code or ID #

Course Curriculum

Create database for curriculum, by session ID….1A, 2C, 4F etc

Session #, Title, start and finish times, session description (max 100 words), Instructor name and agency, instructor biography

Instructor Registration

Confirmation of instructor details

      Name Agency

      Session title

      Session description

      Instructor needs –   Computer

                                  Projector

                                  Document Camera

      Other needs?

Providing –   Presentation File to print in advance for binders

                    Bringing copies for students in class

                    Providing electronic copies upon student request

                    None of above

Student participation and PPE needs?

Hospitality

Assign beer tickets, meals, etc, based on Conference registrations

Scan at bar/ restaurant or event with running tally, stopping authorization at identified max.

Else, print tickets for manual use at bar/ restaurant or event