



# Internal Event Management Platform – High-Level Documentation

## Purpose

To streamline the planning, execution, and tracking of large-scale internal/external events like Cypher, MLDS, and more by providing a centralized platform for managing speakers, logistics, checklists, venue data, tasks, contacts, and more.

## Platform Architecture

### Core Structure:

- **Event (Main Template)**
  - Each event is a self-contained unit with its own modules and data.
  - All features are scoped under an Event.

### Tech Stack (Suggested):

- **Frontend:** React.js / Next.js with Tailwind or MUI
- **Backend:** Node.js (Express or Sails.js)
- **Database:** MongoDB
- **Authentication:** JWT-based internal auth or OAuth for internal teams
- **File Storage:** Cloudinary or S3 for images/files

# Key Modules (Per Event)

## 1. Speaker Tracker

Manage speaker information, session details, bios, and requirements.

### Fields:

- Name, Designation, Bio
- Topic/Title, Time Slot, Duration
- Travel & Accommodation Info
- Special Requirements (Tech, AV)

## 2. Operations Checklist Tool

Task management tool to assign and track pre-event, on-site, and post-event operations.


### Features:

- Task Title, Description
- Category (AV, Catering, Booths, etc.)
- Assignee(s), Due Date, Status (To-Do / In Progress / Done)
- Linked Resource Contact (optional)
- Priority level and notes

## 3. Venue & Booth Layout Manager

Store venue details, booth allocations, and layout references.


### Features:

- Venue Name, Address, Contact Info
- Floorplans (  File )
- Booth Number, Assigned Company/Team
- Booth Manager Contact
- Utility Requests (Power, Internet, Furniture)

## 4. Logistics Tracker

Track what materials are being sent from the office to the venue, and back post-event.

**Features:**

- Item Name, Quantity
- From/To  Place
- Status (In Office / In Transit / At Venue / Returned)
- Responsible Person
- Notes (fragility, vendor contact, etc.)

## 5. Notes & References

Store miscellaneous documents, links, and images for internal usage.

**Features:**

- Section-wise note categories (Venue, Ops, Speakers, etc.)
- File uploads (PDF, PPT, Images)
- Links to shared drives
- Markdown support (optional)

## 6. Team & Assignees

Manage internal team members working on the event.

**Features:**

- Name, Role
- Assigned Tasks
- Contact Info
- Visibility/Permission Controls (Admin, Editor, Viewer)

## 7. Resource Contacts Directory

Store and manage vendor or resource person contact information.

**Fields:**

- Name, Role (e.g., AV, Catering, Hotel)
- Company, Phone, Email
- Linked Tasks or Modules
- Notes and Priority (Low/Medium/High)

# Data Model Overview

Model	Fields
Event	<code>_id, name, date ( 📅 Date ), location ( 📍 Place ), createdBy ( 👤 Person ), speakers: [Speaker], tasks: [Task], booths: [Booth], logistics: [LogisticsItem], notes: [Note], team: [User], contacts: [Contact]</code>
Speaker	<code>name, designation, bio, topic, sessionTime ( 📅 Date ), travelInfo, requirements</code>
Task	<code>title, description, category, status, assigneeId ( 👤 Person ), dueDate ( 📅 Date ), priority, contactRef</code>
Booth	<code>number, assignedTo, managerContact, utilities</code>
LogisticsItem	<code>name, quantity, from ( 📍 Place ), to ( 📍 Place ), status, responsible ( 👤 Person ), notes</code>
Contact	<code>name, role, organization, email, phone, linkedTo, notes, priority</code>
User	<code>name, email, role, assignedTasks</code>

## Navigation Flow (UI)


- Dashboard
  - Event List
    - [Event Name]

- Overview
- Speakers
- Tasks
- Logistics
- Booths & Venue
- Notes & Files
- Contacts
- Team Members

## Permissions (Optional)

Role	Access
Admin	Full access to all modules
Editor	Add/edit most content but no settings
Viewer	Read-only

## Future Enhancements (Optional Ideas)

- Notification system (due tasks, logistic alerts)
- Mobile app version for onsite use
- QR-based check-in for logistics/speakers
- Calendar view for tasks and sessions (  Calendar event )
- CSV/Excel export of event data