**GROUP REPORT FOR REGISTERATION TEAM FOR PREPARATION OF THE UNVEILING AND REBRANDING NIGERIA INITIATIVE LAUNCH**

The registration team played a pivotal role in the success of the URNI launch event, held on 26/10/2024. Our primary responsibilities included managing attendee check-ins, ensuring seamless entry, and maintaining data integrity for all participants. The goal was to provide a smooth, efficient experience for attendees while supporting the overall objectives of the event. Here are the measures that were taken to achieve these goals.

1. **WORKPLAN AND BUDGET**

We began by formulating a comprehensive work plan, outlining key tasks, timelines, and roles. This helped streamline registration efforts and allowed us to coordinate effectively with other departments. Based on this plan, we developed a budget that accounted for registration tools, equipment. This budget framework helped allocate resources efficiently and ensured we had the necessary support for peak check-in times.

1. **DEVELOPMENT OF REGISTRATION PORTAL**

One of the next key steps was the creation of a registration portal. This portal was designed to:

* Capture essential information about the event, providing prospective attendees with event details and benefits.
* Include a registration form that allowed interested individuals to sign up easily and securely.
* Enable data integration with our registration management system, which allowed us to track and manage registrant information effectively.

The portal proved to be a central tool in the registration process, helping us monitor the number of attendees in real-time and streamline check-in procedures on the day of the event.

Following the development of the portal, we established a registration process to manage both pre-registered and on-site attendees. Entry points and check-in stations were organized to reduce congestion, with team members assigned to handle pre-registered attendees and walk-ins separately. This structure ensured a smooth flow and minimized waiting times.

1. **TRAINING AND TEAM BRIEFING**

The team participated in comprehensive training sessions covering portal management, attendee check-ins, and data entry protocols. Additionally, the training included customer service skills and troubleshooting to prepare team members for high-traffic situations. Regular briefings were held to ensure alignment on roles and responsibilities.

We coordinated closely with the **ushering team** to streamline attendee movement. Ushers were briefed on the check-in process to assist with directing attendees smoothly after registration, reducing congestion and enhancing the overall flow. This collaboration was essential to maintaining an orderly and welcoming experience for guests.

**OUTCOMES**

The **registration portal and registration procedures** were instrumental in facilitating an efficient check-in experience during the URNI launch event. By implementing a user-friendly online portal, we ensured that attendees could easily access event information and complete their registrations in advance. This proactive approach significantly reduced the number of on-site registrations, which contributed to shorter wait times.

On the day of the event, our carefully structured check-in procedures allowed for smooth operations at multiple entry points. Team members were assigned specific roles, such as managing pre-registered attendees and assisting walk-ins, which helped to streamline the flow of guests. The integration of our registration management system with the portal enabled real-time monitoring of attendee numbers, allowing us to anticipate and address any potential bottlenecks quickly.

Overall, the combination of the registration portal's efficiency and our well-organized procedures resulted in a seamless check-in experience, ensuring that attendees could begin enjoying the event without unnecessary delays.

**CHALLENGES FACED**

We faced no significant challenges during the launch event. This success was largely due to our proactive approach in anticipating potential scenarios. Working closely with the secretariat committee, They identified and addressed possible issues in advance, ensuring that our plans were robust and adaptable. This thorough preparation allowed us to execute the event smoothly, contributing to the overall success of the registration process.

**CONCLUSION**

Starting with a clear work plan and budget, followed by the development of a robust registration portal, the registration team’s structured approach was instrumental in the URNI launch event’s success. We recommend ongoing investment in digital tools, continuous team training to maintain our standard of excellence for future events.

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