



GUEST REGISTRATION PROPOSAL EVIDENT INSIGHTS 2023

About Us

Invyte is a boutique event agency specialising in end-to-end event management, guest registration, venue finding and event technology. The company was founded in 2007 and established itself quickly by leading the way in delivering the very best in guest management and event technology. Today, Invyte has grown into a boutique full-service event agency.

We manage events of all sizes and when it comes to guest registration, this is at the heart of everything we offer.

We can take care of the invitations, the RSVPs, build customised registration websites, manage the door, offer concierge experiences and talent liaison. Consider us the custodians of your guest list, managing the event data from start to finish and offering 24/7 digital reporting.

Every brief is customised and offers a tailored guest journey every time, making the touchpoints of guest communication bespoke to every client. This proposal starts with your brief and offers you a bespoke guest registration solution using our very own Invyte technology.

o1 Guest Brief / o2 Invitations / o3 Registration Site

Your guest registration brief

Client

Evident Insights

Event

Evident AI Symposium – networking and launch event

Dates

Various dates - Wednesday, 29th November

No of Guests

120 guests

Audience

Exclusive guest list from Evident - international banking community, along with independent experts, AI innovators and policy-makers

Venue

New York City – Venue proposal pending (via Invyte)

- Guest Registration Requirements**
- Save the Date – sent by client
 - Email invitations – sent by client – RSVP link added to the invite
 - Invyte to host a branded RSVP registration page to capture registrations
 - Invyte to send out confirmation emails upon registration
 - Invyte to send out 'final email' and QR ticket for entry
 - Invyte to manage all check in onsite at the event
 - Invyte to provide all reports

Notes

The event technology that supports this brief is our Event Space Lite platform.

Invitations

- Save the Date – these may go out to secure date/venue (optional)
- Evident Insights send out the email invitation (with calendar ICS) to their primary guest list

Evident Insights send as many reminders and additional guests as they wish (to reach desired number of attendees)

This is branded email and in Evident Insights livery and brand assets

As part of this email, there is a unique URL that is embedded for the RSVP link

This URL directs the guest to an Evident branded registration page (this is managed and hosted by Invyte)

EVIDENT
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EVIDENT
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Providing banks with data, research and benchmarking to accelerate their AI transformation.

This is Invyte branded example, all branding will be in Evident Insights livery.

Registration Site

Landing Page

- Domain – Evident URL (Invyte to purchase and host)

The guest lands on landing page from email invitation

The creative assets would be in Evident branding - the header, footer, colours, copy, fonts and images can all be changed (example here)

Guests read the information about the event and either RSVP or decline their place



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Decline Page

- If the guest does not wish to attend the event, they receive a form asking why they can't make it.

These names are captured in the back-end database for client follow up if required

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Registration Form

- If a guest would like to attend the event, they are then prompted to complete a form with as many form fields as you wish to ask

e.g. guest +1, dietary, accessibility, travel etc

The guest clicks RSVP and their details are captured

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Confirmation Page

- The guest then receives a confirmation page, letting them know they have been accepted to the event.

An automatic email is also sent to the guest, and this can include a QR code for entry.

Reminder emails are sent a week or so before the event.

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Thank You

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