



ACGI customers handle more events, more efficiently using Association Anywhere. The Professional Golfers Association of America provides event managers at its 41 section offices with a centralized system for managing 4,500 events per year. The Society of Hispanic MBAs automated onsite conference registration using self-service kiosks, ending manual data entry and long lines for attendees.

Complete Control for Effective and Efficient Event Management

Module Benefits:

- Web-based, easy to learn and use
- Streamlines and standardizes event configuration
- Boosts professionalism and control – handles an unlimited number of events, event types, registrants, etc.
- Reduces cost and effort of event set-up, management and on-site logistics
- Promotes timely and effective communication with registrants, attendees, exhibitors and sponsors
- Minimizes errors and omissions – checklists and reminders
- Strengthens financial controls – tracks and manages all event-related fees and payments

The screenshot displays the 'Update Event Information' form in the Association Anywhere system. The form includes the following fields and values:

- Program:** LEADERSHIP SERIES
- Event Name:** Membership Development Strategies
- Event Type:** Workshop
- Event Status:** Active
- Template Flag:** Yes
- Start Date:** 04/29/2005
- End Date:** 04/30/2005
- Location ID:** [Empty]
- Location Name:** Marriott West
- Street1:** 12 Coral Avenue
- Street2:** [Empty]
- City:** San Diego
- State:** California
- Postal:** 94567
- Country:** No Country
- Deadline Date (MM/DD/YYYY HH:MM am/pm):** 04/15/2005 12:00 am EST
- Primary Sponsor:** [Empty]
- Created Date:** 04/14/2005
- Created By:** ARJ
- Last Changed Date:** [Empty]
- Last Changed By:** [Empty]

On the right side, there are sections for 'Event Shortcuts' (with links like 'Lookup Another Event', 'Create a New Event', 'Copy this Event'), 'Event Details' (with links like 'Registration Types for this Event', 'Accounting and Information Setup', etc.), 'Switch context' (with links like 'Event Context', 'Exhibit Context', 'Speaker Context'), and 'Event Setup Reports' (with links like 'Event Overview', 'Email to Registrants for a Specific Item', etc.).

Association Anywhere makes event configuration easy with a form-based interface and step-by-step process for setting up any type of event

Overview

Association Anywhere meeting and event modules boost staff effectiveness, reducing the cost and effort involved in planning, managing and conducting events of all sizes and configurations.

Modules and Features

Event Management

Enables the efficient configuration of an unlimited number of events and event types. Facilitates communications with registrants, on-site registration and badge generation. Tracks event details, generates activity reminders and maintains event histories.

- Set up all event details including: multiple registration types (member, non-member, spouse), early bird, promotional or complimentary pricing and a-

Meetings and Events Modules

- la-carte registration for events (single event, single day, multiple days, special events, etc.).
- Packaged registrations that can include the meeting registration and a subscription to a publication.
- Real-time registration status.
- Automated onsite registration (for walk-in or check-in), badge generation and integration with bar-code readers and other hardware.
- Generates personalized event-related (updates, confirmations, etc.) correspondence – auto-delivery via email.
- Wait listing (with staff having the ability to move names from waitlist up to confirmed status).
- Cancellation policies, fees, refund processing.
- Special ADA requirements, dietary needs.
- Accounting setup: A/R types, deferred income accounts, G/L account.
- Room information set up (including chair set-up and A/R requirements, maximum registrants per room, meals).
- Attendance tracking, event history and CEU posting.

Exhibition Management

Manage and coordinate exhibitors and sponsors, collect booth fees, generate badges and directories and assign priority points.

- Generates a graphical depiction of the show floor.
- Allows for setup of exhibitor areas, booth sizes, and pricing based on booth location, size and attending representatives.
- Offer, manage and bill for “premiums,” such as corners, booth height, etc.
- Sell and account for sponsorships and other charges.
- Manages the exhibitor data and booth requests.
- Generates expo reports identifying exhibitors with a balance due.

- Manages exhibitor details: directory of exhibiting organizations, payment type (deposit, full payment, partial, etc.), booth personnel limits by booth size.
- Supports special or complimentary pricing.
- Define number of complimentary staff per booth size, set pricing for additional staff.

Floor plan interface provides real-time insight and control over expo set-up

Speaker Management

Reduces effort and cost involved in recruiting, managing and coordinating speakers and sessions.

- Facilitate and manage calls for papers on-line,
- Handle speaker selection, invitation correspondence, speaker bio's, photos, honorarium, presentation information, A/V requirements, speaker evaluations all without staff intervention.



Association Anywhere lets you effectively manage speakers and calls for presentations/papers

About ACGI Software

ACGI Software is the trusted leader in Web-based association management software. Our flagship application, Association Anywhere, integrates with an association's Web site and business applications, automating administrative and financial operations, enhancing communication and reducing operating costs. It gives association executives the tools they need to engage members, empower staff and make insightful decisions. Founded in 1996, ACGI is based in Columbia, Maryland.

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