



INTERCALL®

EVENT REGISTRATION

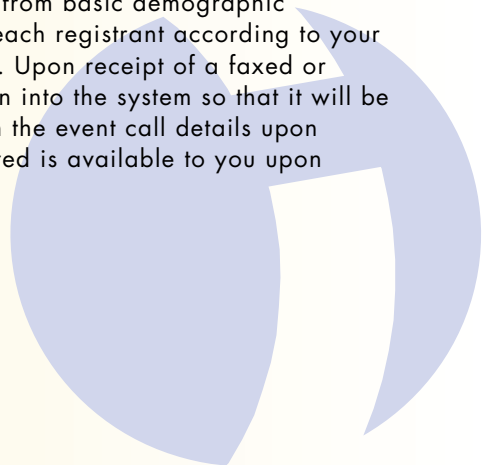
Want to have access to useful information about your audience before your next event call begins? Need an easy-to-use system for managing your call archives? Looking for a simple way to send a reminder of the conference details to your participants? Event Registration from InterCall® is just what you've been looking for. With several convenient registration options to choose from, Event Registration enables you to keep control of your call's details while tracking your call's participants. Handy options such as Event Caps, Email Reminders, Individual Registrant IDs and Customizable Data Fields help you turn your conference calls into well-planned, fully-coordinated events.

▶ HERE ARE A FEW WAYS TO PUT EVENT REGISTRATION TO WORK ON YOUR NEXT CONFERENCE

- Customize your *Event Registration Site* to match your event's marketing materials and present your guests with an integrated brand image for your programs.
- View your event's *Registrant List* to make sure that expected guests have signed up for the call. Order a *Participant Report (formerly Facts Complete)* and, after the call, cross reference it with the Registrant List using the *Individual Registrant IDs* to track who was in attendance. Compile a follow-up roster of those who signed up but failed to make the call.
- Set an *Event Cap* for your call and keep the conference to a manageable size. Specify *Alternate Events* for those who try to register for the call after the capacity is reached to help ensure that no one is turned away.
- Send an *Email Reminder* containing the conference details to all call registrants before the call begins to increase attendance.
- Maintain an *Event Archive* of past web-recorded conferences. Collect information from the archive viewers that parallels your Registrant List to create a complete view of your event's audience.

▶ CHOOSE THE EVENT REGISTRATION PACKAGE THAT WORKS BEST FOR YOU AND YOUR PARTICIPANTS

Phone Registration An InterCall representative will work with you to set up, define, edit and track your registration program. At any time, 24/7, your participants can dial a branded toll-free number and leave an RSVP for your call – live, with an InterCall representative. Everything from basic demographic information to multiple-choice opinion survey answers is collected from each registrant according to your pre-determined instructions. Attendees can also register via email or fax. Upon receipt of a faxed or emailed registration, an InterCall representative will enter the information into the system so that it will be tracked along with the phone registrants. Your guests are provided with the event call details upon completion of the registration process. All participant information captured is available to you upon request.





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Web Registration Control your own event registration and archive menu via the web at your branded Event Registration Site. Participants register for your conference by visiting the site and entering their information according to the parameters you defined when setting up the program. To avoid having your participants enter the same information multiple times when registering for more than one event, you have the option of allowing them to create a password-protected user profile. Upon completing the registration form, your guests view a confirmation page outlining the call details. An email reminder can also be sent to all call registrants automatically, 24 or 48 hours prior to the call, or manually at a time of your choosing. An Event Archive is available on your site in which you can house archives of past web recorded conferences. The same data gathering capabilities that you have for event registrants are available for archive viewers. All information collected from event registrants and archive viewers is accessible online whenever you need it.

Phone/Web Registration With this option, you have access to all of the administrative features available with Web Registration plus the added benefit of letting your guests choose how they would like to register for your conference – via phone, fax, email or on the web. All registrant information is compiled into a single convenient database which is accessible through your Event Registration Site. Archive viewer information is also available on your site.

