

# DATASHEET

## Conference Management

An Integrated Platform for Complete Conference Management Solutions that Drive Attendee Satisfaction and Revenues.



With years of industry expertise, Acteva's Conference Management platform delivers consistent results by offering innovative solutions for any type of corporate conference—from basic to complex. Acteva's integrated platform allows enterprises to manage multi-day, multi-location, and multi-track conferences with powerful solutions for Attendee Relationship Management, Online Registration and Payment Management. These solutions have been developed based on thorough R&D, client feedback, and past event analysis. Highly scalable solutions ensure that great attendee volumes are managed seamlessly and with improved ROI, every time.

Acteva's On Demand platform shortens deployment time, reduces risk and lowers costs. Enterprises with immediate requirements can get started quickly and have the option of seamlessly leveraging additional capabilities as their needs mature. Take the stress away from managing and promoting corporate conferences with Acteva!



## Unleash the Collaborative Power with Acteva

Combine the critical elements of managing your conferences, training, meetings, webinars, and key groups, such as employees, customers or partners in one integrated platform with Acteva Private Community Network. This integrated platform also offers Payment Services and connectivity to Social Media and mobile devices. Organizers can also purchase a custom-branded app or use Acteva's shared-service application to add revenue streams with advertisements to enhance attendee experience.

## Online Registration Management

Acteva's Conference Management Solutions offer Online Registrations and Payment Collection options for all event types, sizes and complexities: Conferences, Meetings, Seminars, Networking Conferences and more. The comprehensive and integrated Online Payment option allows attendees to pay with any major credit card, checks, Purchase Orders or with a payment plan using the recurring billing option. Utilize the Use Your Own Merchant Account (UYOMA) service for collecting online credit card payments through the internet merchant account.

## Training and Certification

Add training management features to training-related conferences and meetings seamlessly to help meet the requirements of small to large-scale corporate environments. Acteva Conference Management Solutions empower learning management with powerful Online Registration, Payment Management, Calendaring, Wait List Manager, and Custom Report features.

## Acteva for Salesforce

Leverage the combined power of Acteva and Salesforce CRM with Acteva's integrated Cloud-based solutions for Event, Class or Training Management. The AppExchange-certified ActevaRSVP 3 allows bi-directional data synchronization while using Salesforce.com as a single repository of data.

Each of these solutions can be deployed independently on one integrated platform.

## Key Benefits

**Easy.** With no Hardware to buy, no Hosting Fees and no Setup Fees, Acteva's Cloud-based On Demand solutions reduce deployment time, mitigate risks and lower costs.

**Fast.** With pre-built templates for Online Registration, plug-ins for Online Payments, and Workflows, Acteva solutions enable flexibility and functionality to gain maximum value from your investment in Conference Management solutions.

**Collaborative.** Leverage powerful, time-saving collaboration tools to effectively manage your network of attendees.

**Safe & Secure.** Acteva leads the industry in security. Multiple levels of authentication and compliance help ensure the privacy and security of data and payments. Our fully redundant infrastructure affords safety and reliability.

**Scalable.** Deploy a foundational Employee Network, Conference or Training Management solutions that support and grow with your business needs and requirements.

**Comprehensive.** Everything you need to host Conferences or Training and all the tools you need to ensure success are built into the industry leading platform.

- Integrated Registration & Payment Management
- Integrated (OOTB) Check-In Services
- Virtual "Exhibit Hall Booths"
- Integrated Lead Retrieval Service for Exhibitors
- Name Badge Printing with Bar Codes
- Automated Pre/Post-Conference Surveys & Questionnaires
- Custom-Designed Certificates & CEUs
- Acteva Mobile for Attendees
- Conference Attendee Network
- Integrate with Best of Class ERP, HRMS & CRM Systems

## Our Customers



## Acteva Product Suite

Acteva provides a structured way for you to deploy and grow your Conference Management solution. Using a time-tested and field-proven approach, pre-built templates for Online Registration, plug-ins for Online Payments, workflows for Event & Training management, Acteva solutions enable flexibility and functionality to gain maximum value from your investment in the employee management solution. The Acteva product suite delivers a solution that gets you up and running quickly and allows for follow-on advanced capabilities options.

### The options include:

#### Online Registration For Event Conference Management

- Acteva Express: Starter Pack for Events, No Set-up, Activation or Subscription Fees
- Acteva Plus: Advanced features for power users to manage Events of all sizes and types
- Acteva Pro: Customizable solution for multi-day, multi-track Events & Conferences
- ActevaRSVP 3 for Salesforce: Set up and manage Events and Online Payments from the familiar Salesforce interface

#### Class Registration & Training Management Using Acteva Class Management Software (CMS)

- From Simple Class & Training Schedules to Multi-Track, Multi-Day Training Programs
- Publish comprehensive Class Calendars and Course Catalogs
- Automate Credit Tracking & Certifications
- Use Acteva's Online Payment Management Service or Use Your Own Merchant Account
- ActevaRSVP 3 for Salesforce: Set up and manage Events and Online Payments from the familiar Salesforce interface

#### Acteva Private Community Network (APCN)

- Build Public/Private Secure Communities around your Events, Conferences, and Training
- Manage, Grow & Monetize your Conferences
- Key features include: Social Media Tools, Facebook Connector, Public/Private Content, Blogs & Threaded Discussions, Polling & Voting module, Document Sharing, Event & Training Calendars and more
- Integrated Payment Management Services

## Managed Services

By leveraging our proven deployment methodology, best practices, and expertise, Acteva Services can help you implement Acteva Solutions in a way that speeds time-to-value and lowers project risk. When it comes to deploying On Demand Event, Conference and Training Management solutions, no other organization can match the depth of expertise and breadth of services offered by Acteva.

For users of Acteva Product Suite with communities of less than 5000, APCN is free for use. For questions, contact Acteva Sales at (877) 933-4730

	Express	Plus	Pro	CMS
<b>Set-Up &amp; Account Management</b>				
No Hosting or Set-up Fees	✓	✓	✓	✓
Account Activation Fee			\$	\$
Event Activation Fee		\$	\$	\$
Number of Users/Organizers	2	10	99	99
Use Your Own Merchant Account		\$	\$	\$
Credit Card Processing	Paypal/Visa/MC	ALL	ALL	ALL
Check, PO, Wire Transfer		\$	✓	✓
Refund Management	✓	✓	✓	✓
ActevaRSVP 3 for Salesforce		Free*	Free*	Free*
Moodle Connector		✓	✓	✓
Enterprise and Volume Discounts		✓	✓	✓
<b>Event &amp; Training Management</b>				
Event Types Supported	Basic	Advanced	Complex	Complex
Conferences, Tradeshow & Seminars			✓	✓
Catalogs Included	1	1	Unlimited	Unlimited
Attendee Types		✓	✓	✓
<b>Productivity &amp; Marketing Tools</b>				
Email Marketing (# emails/month)	5,000	10,000	50,000	50,000
Calendar	\$	Free*	Free*	Free*
Analytics/Custom Reports		✓	✓	✓
Wait List Manager		✓	✓	✓
List Management		✓	✓	✓
Promo Code Engine		✓	✓	✓
Name Badges/Certificates		✓	✓	✓
Acteva Mobile		\$	\$	\$
<b>Services</b>				
Attendee Support	✓	✓	✓	✓
Email Support	✓	✓	✓	✓
Phone Support		✓	✓	✓
Enhanced Support		\$	\$	\$
Managed Services/Customization		\$	\$	\$
Mail, Phone, Fax Registrations		\$	✓	✓
Private Community Network	Free*	Free*	Free*	Free*

✓ - Included at no additional cost    \$ - Additional paid feature    Free\* - Free for limited time



### About Acteva

Founded in 1998, Acteva is the largest and most experienced Online Registration & Payment, Event, Class & Training Management and Secure Private Community Solution provider in the market today. They have been helping organizers manage and promote their events, classes, training, and online payment management for over 12 years. Acteva has been a pioneer in the event technology industry, helping more than 20,000 organizations host over 400,000 events that have been attended by more than 7 million people. For more information, please visit: [www.acteva.com](http://www.acteva.com)

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