



ATTENDEE INTERACTIVE
CONFERENCE MANAGEMENT SOFTWARE

*Manage Speakers, Logistics,
Exhibits, Abstracts & Registration!*

Abstract Management Made Easy Using Ai 4.0

Assembling all the pieces for a comprehensive, innovative, robust and exciting program is likely to be one of the most important aspects of your meeting. This process can be challenging, frustrating, complex and time-consuming for you, your staff, and your meeting participants. Ai has developed a **next generation software solution** to simplify this process for you. Using Ai's technology and being supported by Ai's experienced and professional staff, the online development of your meeting program promises to be **easier than you ever imagined**. Ai gives you the structure and the tools to make your overall experience **productive, efficient, dynamic, and professional**.

These tools can be utilized **independently** or as a **comprehensive turn-key solution**:

- Document Collection (the submission process) for thousands of abstracts
- Peer Review/Grading
- Session Building
- Reporting
- Participant Communication
- Publishing
- Service/Support



Methodology

Ai 4.0 was built using our own '**Ready Room**' methodology. We create a personalized 'Ready Room' for each and every conference participant who has been assigned a **role** within the meeting (attendee, speaker, exhibitor). For each role created, Ai will work with you and your team to create the **rules** associated with that role. This enables us to show specific data, request certain information, and collect data from participants based on their role. This also allows selected participants to play multiple roles in a conference through one secured log in.

Contact Ai today for a free online demonstration of any of our Conference Management Modules
(410) 480-8148 info@attendeeinteractive.com



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Document Collection and Management

Ai's abstract management module was designed to provide a **highly customizable, flexible, easy-to-use web-based document submission system**. The software streamlines and automates the submission of abstracts, supporting documents, white papers, presentations for scientific and educational conferences, grants and course materials. Choose from an **array of options and templates or custom design** your own submission site. Use your existing images and banners to retain the look and feel of your meeting website.

Apply specific criteria and rules that must be met before a submission will be considered "complete". Insert and edit your own instructions and language for each step in the process. Establish character/word limits and optionally allow the inclusion of tables and graphics. Table creation is simple using the Microsoft Word table editor functionality. You may also upload a table from Microsoft Word or Excel.

Enable submitters to save their document and return later to complete their submission through a secure login process. Allow them to preview their submission before completing the process. Through their own personalized '**Ready Room**', submitters may view the status of their submission online.

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Peer Review/Grading

The Peer Review tool allows you to assign abstracts, documents or other materials to reviewers for evaluation and grading. The Review functionality supports both **on-line and off-line grading**, allowing the Reviewer to export their assigned papers along with a score sheet for inputting their scores. As an administrator, you are able to **customize the scoring preferences**, assign papers to Reviewers by category, and determine if the Reviewers will score blinded or un-blinded papers. Tracking Reviewer progress is simple with built-in status reports. The **"Ready Room" methodology organizes the work for all of your reviewers** and is where the initial assignments and follow-up reminders will be generated.

Session Building

We designed the Session Building tool to allow you to construct all aspects of your meeting on-line. The flexibility and functionality of this tool allows you to:

- **Collect** suggestions from your members for **sessions or topics** of interest
- Define and configure your own session types and presentation allowances, **customizable on a per meeting basis**
- **Add and edit presenters** and provide reports for updating your member data
- **Easily train** your committee members/volunteers to assign speakers, presentations, chairs/moderators, and abstracts to the appropriate sessions
- **Quickly enter or upload** session-specific **data** such as rooms, dates, times, CE credits, and sponsor information
- Link to your membership database to **pre-populated speaker information**, reducing the inconsistencies caused by "free-form" entry
- Track and **resolve scheduling conflicts** with speakers or related topics
- Ensure that your **meeting "rules"** are adhered to during the session building process (example: an individual can only present twice at your meeting)

Reporting

With Ai, you can create your own reports on demand by exporting the data you need, when you need it. You will find a number of **pre-defined reports** in the system, accessible with the click of a button. You may also decide to prepare and **customize your own reports** or request that Ai staff do the work for you. Reports can be made available to **a select audience or system-wide** for all staff access.

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Participant Communication

Communication is key, and Ai's module allows you to manage **all aspects of** communication and information gathering with each meeting participant. Customize communication to Invited Speakers, Course Directors, Faculty, Reviewers, Abstract Presenters, Moderators, Chairs, Committee Members, etc.

Meeting participants will have a **personalized online "ready room"** where all of their activities and necessary items are organized in one place. Participants may confirm their speaking invitations, provide disclosures, audio-visual releases, and complete other required forms in their "ready room". They can review/print their itinerary, and upload presentations and other supporting documents. **Communicating information to your presenters and collecting information from them has never been easier.**

As the administrator of this module, you will be able to **customize communications for any role** (ad hoc or pre-determined automatic schedule), control when communications are sent, **track responses** (i.e. speaker acceptance), run reports for **real-time status updates**, and send reminders.

Publishing

Ai is experienced in working with clients and their publishers in the production of Meeting Programs and Proceedings. Data may be exported from Ai in a **publishing-friendly format and/or Ai can produce and deliver printer-ready files**. You can depend on Ai to be your partner in the production of your meeting publications.

Service and Support

Ai is proud to provide the **best customer service and Client support in the industry**. We believe the service we provide is vital to our success, and we pledge to provide you with excellent service from start to finish. We are **knowledgeable and experienced** in the convention and meeting industry and we actively anticipate your needs and requirements. We are considerate of your time and strive to make your experience with Ai the most positive vendor experience of the event. Ai works to create a partnership — **our staff becomes truly a part of your meeting management team.**

Other Modules Available from Ai 4.0

- Registration
- Speaker Management
- Logistics
- E-Posters
- Conference Websites
- CE/CEU/CME Tracking

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