



ATTENDEE INTERACTIVE
CONFERENCE MANAGEMENT SOFTWARE

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

Logistics Module

All The Details In One Place

Assembling all the bits & pieces of a meeting and making it comprehensive, innovative, robust and exciting is one of the most important aspects of planning a meeting. This process can be challenging, frustrating, complex, and time-consuming for you and your staff. Ai 4.0 is a software solution that simplifies the logistics process for you. Using Ai's 4.0 technology and support from our 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. The tools can be utilized independently or as a comprehensive turn-key solution.

Ai's Logistics Module is truly a one of a kind product. No other product allows meeting planners to include their vendors and suppliers in the planning process. As a planner, you know the challenges associated with managing multiple sessions, workshops, committee meetings and general sessions. Putting all of the pieces together can be a logistical nightmare. Ai's Logistics Module makes managing your rooms, room layouts, capacities and supplies a snap! No more double booking of rooms or forgetting to order supplies. The system gives you the tools to manage your rooms right down to the most minute detail.



Logistics Management Features

- Create a new event in the system (title, start and end times, location, room, layout and capacity, description, and other logistics)
- Add other information (objectives, presenters/speaker information, fees, and more)
- Assign a specific staff contact
- Designate the event as public or private
- Create a roster (either public or private) of attendees who have registered for the event
- Develop or post presentations within each event
- Create reports or use pre-defined options to filter exactly the information needed

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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Logistics Module Benefits:

- Manage multiple locations (i.e. hotels and convention centers)
- Program room specs and room layouts
- Multiple room layouts for each room
- Manage seating capacity for each room using different layouts
- Real-time conflict checking
- Manage supplies (i.e. a/v, food and beverage, electric, etc...)
- Track room set costs for budgeting purposes
- Track notes and actions for each room
- Allow vendors/suppliers access to requirements and responsibilities
- Vendor to vendor communication
- Create public and private events
- Upload floor plans and room layouts
- Assign room contacts
- Built-in reporting features
- Integrates with Speaker and Abstract modules

Attendees and Vendors can:

- Search events by fields such as text, date, or category
- Review detailed descriptions of each offering
- Add events to their personal itinerary

Service and Support:

Ai is proud to provide the **best customer service and Client support in the industry**. We are **knowledgeable and experienced** in the convention and meeting industry and we actively anticipate your needs and requirements. Ai works to create a partnership — **our staff becomes truly a part of your meeting management team.**

Other Modules Available from Ai:

- Registration
- Speaker Management
- Abstract Management
- Exhibits
- E-Posters
- Conference Websites
- CE/CEU/CME Tracking
- FastMatch

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