



ATTENDEE INTERACTIVE
CONFERENCE MANAGEMENT SOFTWARE

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

Speaker Management Module

Manage every aspect of your educational program

Managing Speakers and Educational sessions can be an overwhelming task for any conference planner. Fortunately, Ai's Speaker Management Module is the most flexible and comprehensive speaker management tool on the market today. Our unique interface allows speakers, presenters, moderators, panelists, and abstract reviewers access to their own personal accounts or "Ready Rooms" within the system. From their Ready Rooms, the participant is able to perform various tasks based on their role in your meeting. Speakers have the ability to edit contact information, complete electronic forms, view their speaking responsibilities and personal itinerary, and upload information directly into the system such as bios, photos, presentations, or other documents.

Role Assignments

Ai's Speaker Management Module allows meeting planners to assign multiple "roles" to any attendee's profile. This feature eliminates duplicate entries for a single attendee who is assigned the role of presenter, moderator, and reviewer.

Communication Management

Speakers can complete tasks (update bio, submit required information) within their Ready Rooms and use their Ready Room as a resource for important information, such as dates and deadlines. Within the Ready Room you can place links to register, submit hotel and travel arrangements, and other resources specific to the requirements of each speaker.

Conflict Monitoring

Ai's Speaker Management Module features a real time conflict monitoring system to track speaker and room availability by date and time, eliminating any chance of double booking.

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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User Benefits

- Edit information and upload documents to the system
- 24 hr access to individual speaker Ready Rooms
- Complete forms electronically
- Assistants can access Speaker's Ready Room to assist with planning
- Locate conference information easily
- View personal itinerary online
- Upload presentations, bios and photos
- User friendly

Client Benefits

- An easier way to track and manage the data collection and submission process
- Real time conflict checking for speaker availability
- Assign multiple presentations to an event or session
- Create custom electronic forms
- Collect evaluations and surveys
- Improve communications
- Create and assign multiple speaker roles
- Lower administrative cost
- Flexibility
- Pre-designed and Custom Reports available 24/7

Service/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. AI works to create a partnership — **our staff becomes truly a part of your meeting management team.**

Other Modules Available from Ai

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

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