



etouches Professional Services Assistance

etouches has a team of experts who can assist in building your event registration sites and manage elements of your event. As ex-event managers, they understand what your needs are and will recommend the most appropriate registrations design, format and services for your event.

Please note, if you use the Professional Services team - this is a [pay-for-service](#) offering for which you will be invoiced directly to you once the work is completed. Please ensure you understand these costs before proceeding. Depending on your event needs, the quote from the Professional Services team will vary pending the requirements.

Professional Services can help you with:

- Build an event registration site which can include
 - Attendee details
 - Agenda selections
 - General questions
 - Travel
 - Accommodation
 - Guest registration
 - Payments/discount codes
- Communications
 - Create eDM Invitations
 - Create automated confirmation e-mails with an outlook meeting request that attendees can open and save into their calendars
 - Create reminder to register e-mails
 - Create reminder to attend e-mails
 - Create thank you e-mails
 - Create an event website
- Onsite needs
 - Create name badges
 - Build Exhibition Booth management
 - Assist with seating management
- Post Event
 - Create and send post event surveys
 - Create post event reports about attendees and survey analysis

To better understand how you can benefit from having the Professional Services team design and build your sites, please e-mail our CBA Account Manager Jessica Beard or submit an event request – details below.

Contact:

Jessica Beard

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[Submit a request for Professional Services](#)