

1. Website designing related services and maintenance till end of conference

- a) Image Purchase, Theme Design, Registration of Domain
- b) Design and Hosting of web pages on server
- c) Integration of Twitter inputs on website, if required
- d) Development of pages for online and offline registration

2. Pre-Conference Registration Services

Services of Customized Registration Program with

- Provision for Online registration with dedicated Payment Gateway for receiving National and International payments by credit/debit card/Net Banking+ Transaction SMS
 - Provision for Online registration with complete contact details of delegates
 - Provision for sending registration confirmation/e-ticket/acknowledgement of receipt of payment
- a) Generation of registration list in excel format and submission to Registration Committee
 - b) Backend support for registration related issues till end of event
 - c) Preparation of Receipts of Payment
 - d) Uploading registered delegate list online

3. Online Oral/Poster Presentation- Abstract Submission & related Services

- a) Development of Customized Program for Abstract Submission
 - Provision for Online Abstract submission by user
 - Provision sending acknowledgement of abstract submission
 - Provision for topic wise sorting of abstract and submission to scientific committee
 - Uploading approved oral/poster list online
- b) Backend support for submission related issues till end of event
- c) Formatting of Abstracts so as to enable addition in abstract book

4. E-Marketing through mailers

- a) Input of data provided by Thapar Univ
- b) Designing of mailers using customized text and design
- c) Sending conference mailers on pre-scheduled dates

5. Spot Registration and Management of Registration Desk (2 Staff Members) for 1 day

- a) Spot Registration with POS Machine for on-the-spot payment collection,
- b) Registration desk equipment & stationary is inclusive of the above charges
- c) Registration desk management and kit distribution

List of Events to be managed/organized by the Event Managers

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6. Exhibition Sales Support

- a) Reaching out to Exhibitors through mailers and calls and promotion of exhibition
- b) Ensuring proper arrangements of stalls and smooth running of exhibition
- c) Working out a vendor for stalls setup and other requirements and coordination with them for setup
- d) Coordination with TIET team for arrangements
- e) Allotment of stalls for conference as per floor plan
- f) Managing special requirements of exhibitor

7. Delegate Badges and Lanyard (100)

- a) Printed Delegate Badges (standard size) with individual names & institute of the delegates and name of conference (Few blank badges will be provided for spot registration). Facility for color coding for different type of delegate will also be provided. Badges include that of Press, Staff, Volunteer, Security
- b) Arrangement of Lanyards (Satin lanyard, single color, printed with conference name I in Badge holders-ready to be placed on registration desk.

8. Participation/Volunteer Certificates (100)

- a) Certificates for delegates/volunteers/poster presenters, color printed on 300 gsm paper with individual names printed on them. Poster presentation certificates will be with poster title.
- b) A4 size, single side multi-color printing on 300 gsm paper
- c) Charges will be proportionally reduced if number of certificates is less.

9. Arrangement of Conference Bags (100)

- a). As per specification (Cotton/Recyclable Material only) with printing of Conference Logo, Venue, etc.

10. Designing & Printing of Conference Abstract Book (100 nos)

- a). A4 size, both side multi-color printed cover and back on 300 gsm paper, lamination
- b). 100 pages (50 leaves), 80 gsm quality paper, both side single color printing
- c). 4 page (2 leaves) multi-color printing for advertisement

11. Backdrop and Banner Arrangements

Ensuring proper arrangements for venue

- a) Designing of back drop and venue banners
- b) Coordination of banner printing
- c) Setup of backdrop and banners
- d) Estimate for 600 sq feet banner area.