New Event Setup

We need some information before we could setup the new event server.

Basic Event Information

Client could modify these information later via the web system.

- Event information
  - title
  - date/ time
  - venue
  - banner
  - dimension: 1980 x 660 px

Import Registration

You may choose to import registration data from Excel.

- Import data on system without confirmation
  registration_template.xlsx

Online Registration

Tailor-made 1-page online registration form.

- Event introduction
  - one week before opening of online registration (HTML file)

Reference: http://event.questwork.com/registration/?esc/bni20181129

```
<div>
  <div> 日期：2018/11/29<br /> 時間：下午2:30-5:00<br /> 地點：觀塘成業街10號電訊一代廣場21樓A室<br /> 費用：全免<br /><span color=\"#ff0000\">*</span>茶點招待
  </div>
  <div> </div>
  <div> 中小企想發展業務，包括電腦化、手機app系統更新等，善用IT系統助你從中小企邁向大企業。香港政府有特定資助協助中小企發展，一個專業團隊助你由填寫申請表到成功批核到執行，一條龍協助你提升公司競爭力</div>
  <div> </div>
  <div> 自行申請成功率大約1/3，讓我們這個專業團隊為你度身訂做一個發展計劃吧</div>
  <div> </div>
  <div><strong><u>活動內容</u></strong></div>
  <ul>
```

```
    <li>那些中小企適合申請</li>
    <li>如何展開申請的第一步</li>
    <li>業務分析</li>
    <li>焦點發展項目</li>
    <li>業務發展方案</li>
  </ul>
</div>
```

Email or SMS reminder

System could send out Email and/or SMS reminder. Please give us the Email template in HTML format, restricted only to system provided data field.

Example email template:

```
<table style="border:0px" width="98%">
  <tbody>
    <tr>
      <td style="text-align:center">
        <div>如閣下未能閱讀此郵件，請<a href="">按此</a></div>
        <div> </div>
      </td>
    </tr>
    <tr>
      <td style="text-align:center;font-size:16px">
        <div>活動提示。敬請提前十五分鐘出席<wbr>入場時請展示此註冊編號及帶備名片兩張</div>
          <div> </div>
      </td>
    </tr>
    <tr>
      <td style="text-align:center">
        <div><img title="100000"
src="http://event.questwork.com:80/userfile/demo/img/barcode/100000.png"></div>
        <h2>100000</h2>
      </td>
    </tr>
    <tr>
      <td style="text-align:center;font-size:16px">
        <div>活動完結後，請填妥<a href="">此問卷</a>以便領取禮物乙份</div>
        <div> </div>
      </td>
    </tr>
    <tr>
      <td style="text-align:center">
        <div><img title="中小企發展攻略免費講座"
```

```
src="http://event.questwork.com/userfile/demo/img/bni20181129/banner.jpg"
            alt="中小企發展攻略免費講座" width="98%" tabindex="0">
        </div>
      </td>
    </tr>
    <tr>
      <td style="text-align:center">
        <h1><span class="il">中小</span><span class="il">企</span><span
class="il">發展</span>攻略免費講座</h1>
      </td>
    </tr>
    <tr>
      <td style="text-align:left;font-size:16px">
        <div>
        日期：2018/11/29<br>
        時間：下午2:30-5:00<br>
        地點：觀塘成業街10號電訊一代廣場21樓A室<br>
        費用：全免<br>*茶點招待
        </div>
        <div> </div>
        <div>
        中小企想發展業務，包括電腦化、手機app、系統更新等。<wbr>
        善用IT系統助你從中小企邁向大企業。<wbr>
        香港政府有特定資助協助中小企發展。<wbr>
        一個專業團隊助你由填寫申請表到成功批核到執行。<wbr>
        一條龍協助你提升公司競爭力。
        </div>
          <div> </div>
          <div>自行申請成功率小於1/4。<wbr>讓我們這個專業團隊為你度身訂做一個發展計劃吧。
</div>
          <div> </div>
          <div><strong><u>活動內容</u></strong>：</div>
          <ul>
            <li>那些中小企適合申請</li>
            <li>如何展開申請的第一步</li>
            <li>業務分析</li>
          </ul>
      </td>
    </tr>
  </tbody>
</table>
```

Online Evaluation

- 1-page evaluation form in HTML format
    - one week before event date

Lucky Draw gift list

- Lucky draw gift list with item name
    - one week before event date

Badge/Label Layout

We could modify the print layout via the mobile app. Restricted only to system provided data field.

- print layout
    - one week before event date

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