

# 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

## 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>&nbsp;</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>&nbsp;</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>&nbsp;</div>
  <div><strong><u>活動內容</u></strong>☐</div>
</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>&nbsp;</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□<br>入場時請展示此註冊編號及帶備名片兩張□</div>
        <div>&nbsp;</div>
      </td>
    </tr>
    <tr>
      <td style="text-align:center">
        <div></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>&nbsp;</div>
      </td>
    </tr>
    <tr>
      <td style="text-align:center">
        <div>
        </div>
      </td>
    </tr>
  </tbody>
</table>
```

```

    </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>&nbsp;</div>
      <div>
        中小企想發展業務，包括電腦化、手機app☐系統更新等☐<br>
        善用IT系統助你從中小企邁向大企業☐<br>
        香港政府有特定資助協助中小企發展☐<br>
        一個專業團隊助你由填寫申請表到成功批核到執行☐<br>
        一條龍協助你提升公司競爭力。
      </div>
      <div>&nbsp;</div>
      <div>自行申請成功率小於1/4☐<br>讓我們這個專業團隊為你度身訂做一個發展計劃吧☐
    </div>
    <div>&nbsp;</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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