EventLead – Advanced Lead Retrieval for Exhibitors

ORDER

BEFORE THE CONGRESS

- Order COVR Lead Retrieval Services through the congress website.
- You have the possibility to order the EventLead Application with a handheld scanner or an iPad with iScan.
- Your order guarantees the highest possible performance in barcode scanning.
- After receiving your order, we will send you a username & password by e-mail to login to the EventLead portal to configure your EventLead app.
- You will also receive a user manual with a step-by-step explanation of how to use the EventLead portal & App before, during & after the conference.

CONFIGURE

BEFORE & DURING THE CONGRESS

- Once you are logged in to the EventLead portal, you can start setting up your qualifiers (products, services …).
- The onsite COVR crew will make sure your qualifiers and all delegate information are available on your device(s) when you pick them up onsite.
- Your qualifiers and delegate database will automatically be synchronized onsite. (provided the device has Wi-Fi / data access)
- Your qualifiers can be updated at any time.

SCAN & MANAGE

DURING THE CONGRESS

- After having entered the activation code, the device is ready for use!
- No Wi-Fi / data is needed for the actual scanning onsite.
- After scanning a badge you will see all available delegate data on your device.
- If needed, you can add more data or even make changes to the presented delegate data.
- For each scan you can select your qualifiers and additional comments.
- You remain in full control of all your scanned leads. At any moment you can display any scan you made with your device and make changes.
- Lead data will be synchronized continuously with the EventLead Server if Wi-Fi is available.
- At the end of the conference you return the device to the onsite COVR Crew.

DOWNLOAD & EXPLOIT

DURING & AFTER THE CONGRESS

- Once you synchronized all your leads with the EventLead portal you can:
  - export them from the portal
  - start using the information gathered to optimize your sales efforts.
- Your lead data will remain available on the EventLead portal after the conference for 6 weeks.

EventTrack – Attendee registration scanner for Symposiums

To provide symposium organizers with a fast way to scan participants at the entry of the meeting room, COVR offers the EventTrack Symposium Scanner. The EventTrack app is optimized for speed so that each participant can be scanned in a fraction of a second. Due to the continuous mode, the device is ready to scan the next participant as soon as the previous scan has been made.

ORDER

BEFORE THE CONGRESS

- Order your EventTrack Symposium Scanner through the congress web site.
- Consider ordering multiple scanners so that several persons can be present at the session room entrance to ensure all participants can be scanned swiftly.
- Your EventTrack scanner(s) will be fully configured for your symposium(s). Absolutely no preparation needed from your side!

SCAN

DURING THE CONGRESS

- Pick up your scanners at the COVR service desk one hour before your symposium.
- Your scanners will be fully configured to scan and log participants for your symposium only
- The COVR representative will give you a short briefing on how to use the scanners
- Scan participants at the session room entrance
- Return the scanner(s) to the COVR service desk
- In case you rented scanners for several symposiums, pick up your next sets before each symposium. Our staff will ensure they are prepared for each session particularly.

DOWNLOAD & EXPLOIT

AFTER THE CONGRESS

- You will receive a link and log-in details for your personal EventTrack portal
- The portal will list the session(s) for which you used EventTrack scanning
- Your scan results can be downloaded in excel format on a per-session basis, giving you accurate information of who attended each session
- Scan results contain full contact details as made available by the congress organizer
- Your data will remain available on the EventTrack portal after the congress for 6 weeks.

Terms, Conditions & Pricing

- **Order deadline** - After the ordering deadline of **05/03/2018**, COVR does not accept orders automatically but will confirm acceptance upon availability. For confirmed orders after **05/03/2018** a surcharge of €100,00 per device will be added.

- **Rental rates** are per EventLead/EventTrack set and include a high-performance barcode scanner, an iPod Touch or an iPad and the EventLead/EventTrack software with an unlimited number of scans. Rates for EventLead cover the duration of the event. Rates for EvenTrack are per symposium, starting one hour before the scheduled symposium time.

- **Terms of payment** - Upon receipt of order, an invoice representing the total amount due (quoted prices are net excluding Belgian VAT of 21%) will be sent by COVR. Payment has to be done by credit card during the online order process.

- **Cancellation** - Orders can be cancelled until **18/02/2018** without any fees. After **18/02/2018** there is a cancellation fee of 50%.

- **Pick up/Return** — The rented EventLead equipment must be collected at the exhibitors' desk on **20/03/2018**, between **13.00 hours – 18.00 hours** and returned on **23/03/2018**, before **13.00 hours**. Exhibitors are responsible for the proper use and safe keeping and will pay for any damage occurred during the rental. EventTrack symposium scanners must be picked up one hour prior to the symposium and returned immediately following the end of the symposium.

  Items failed to be returned onsite must be sent by courier to COVR bvba (Oude Tramstraat 5, 2490 Balen, Belgium) within 5 working days after the last day of conference. The cost of lost, damaged or not completely returned hardware will be €500,00 per scanner, €300,00 per iPod Touch and €1.000,00 for an iPad.

- **Data retrieval and protection**
  Each lead will contain the contact information as provided by the participant or the group registration contact person on the registration form (name, full address, telephone, fax, email and lead codes). Hence the quality of the delegates' contact details – collected by the organizer - will ultimately define the value of the lead retrieval system. Neither the congress organizer nor COVR can be held liable for incorrect data.

  The company renting the scanners hereby agrees to respect the data privacy policy imposed by the congress organizer. The EventLead application will however, display the available info immediately after scanning and give you the opportunity to complete the data on the spot.

- **Pricing**

	Orders before 19/02/2018	Orders between 19/02/2018 & 05/03/2018	Units	€ Total
Rental of EventLead scanner set with iPod	€ 450	€ 550		
Rental of EventLead scanner set with Ipad	€ 700	€ 800		
Rental of EventTrack symposium scanner (2hrs)	€ 350	€ 450		
Rental of API/Web service for integration with own app	€ 400	€ 500		
Cancellation fees	0%	50%	Total €	

Prices excl. 21% Belgian VAT.

Please use the following link to place your order:

https://eventscan.covr.be/EAHP23

Orders can only be placed online and require online credit card payment.
After acceptance of your order, COVR will send you a confirmation and invoice.