



wells register

Wells Register provides registration services for programs all over the globe, including executive summits, developer conferences, intimate executive forums, sporting events, incentive programs and more.

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FIRST IMPRESSIONS

MATTER

Registration is often the first experience that your audience will have with your event. Wells Register is committed to making an impact from the initial invitation to thanking attendees for coming. Sensitive, knowledgeable, high-touch customer service is our specialty — no matter how big or small the event.

THE MEANING OF HIGH-TOUCH

VIP SERVICE

For our clients, registration does not have to be a headache ever again. Wells Register will make the data collected work for you, as well as manage all of the intricacies and minutiae, from hotels to badges and the million and one changes in between. Leave it to us to be a seamless extension of your team so you can concentrate on the goals and strategy of the event.

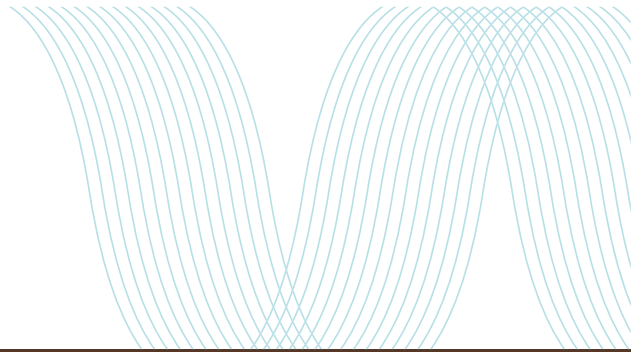
For attendees, the registration team can be your concierge service. Wells Register treats all registrants as VIP guests, making ourselves available via e-mail, phone and fax to ensure that all their needs are met, including answering frequently asked event questions. Every member of our staff has extensive customer service backgrounds and leverages that expertise in every contact to provide the optimal experience.

CUSTOMIZE YOUR TOOLS

AND REAL-TIME REPORTING

Wells Register offers leading-edge technical registration solutions to pair with our stellar customer support. We do not have generic templates — each of our Web sites is tailored to the client's needs and aims to represent the event. The Wells Register team guides clients through site creation and interfaces with the development staff to present a customized registration experience, from the basics all the way to the most complex functionality and support tools.

Our reporting site, securely available via the Web 24/7, is built and constantly upgraded with the end-user in mind. Here is an end to wading through pages of data to drill down for registration facts and figures. Reports are presented in dashboard, list and summary format and, like the registration site, are customizable to be what you need for planning purposes. Your data can be filtered, sorted and downloaded as spreadsheets in a matter of a few clicks. Easy-to-use tools have been developed over time for speedy approval reviews, check-in and hotel usage. Wells Register can serve to analyze the data and assist with any and all reporting needs.



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HEADS IN BEDS

YOUR HOUSING TEAM

Including hotel reservations within your registration site makes for a convenient one-stop shopping solution. In addition to ensuring that participants have a place to sleep, Wells Register's hotel management allows for real-time views into your housing block commitments and always strives to mitigate any contractual liability. From navigating your rooming contracts, to multiple property or city-wide blocks, to room sharing, we offer quick and efficient administration of all details. Wells Register's housing team is made up of former industry professionals who know and understand the hotel business.

HAVE BADGES, WILL TRAVEL

ONSITE SERVICES

Maintaining conscientious customer support that Wells Register provides during the course of registration is an option for your onsite needs, no matter where in the world the event takes place! Wells Register has provided onsite check-in and concierge services for hundreds of events both at home and abroad. We provide continuity of service and message, while freeing the event team to manage the big picture.

Badges are a passion for the Wells Register team. We take credential production seriously and will make best practice recommendations for quality badges that suit the theme of the event and your budget.

TEAM PLAYERS

SUPPORT SYSTEM

It takes a village to put on an event! Wells Register values partnership and can work directly with an extended support staff to provide the information they need to perform their roles, such as transportation, hotel, catering guarantees, and speaker management. Registration can be the hub of your program and Wells Register understands that clear communication is vital to your program's success.

PAYMENTS & SECURITY

KEEPING DATA PRIVATE

Need to collect money along with registration? Wells Register's Web sites can feature real-time credit card payment processing, including receipts generated on demand for registrants. All payments, discounts and fee-collection transactions are audited and documented, allowing for all funds to be clearly identified for budgeting purposes during and after the program. Event revenue will be fastidiously reconciled, making the accounting process post-event easy!

We are serious about security and privacy. Wells Register maintains the highest levels of data protection, undergoing regular third-party audits for security and compliance. We maintain policies to police against fraud or misuse of data in all aspects of registration.