

# delegate+

You've planned the programme, scheduled the date and reserved the venue. Now you need to invite your delegates and get them booking!

We offer an online, web-based tool to help you manage your delegates from booking their place and choosing their packages through payment to confirmation. Ideal for the organiser with limited resources.



- ✓ Easy-to-use booking and payment tool.
- ✓ In-built links to and from your main conference website.
- ✓ Tailor-made packages to suit your individual event.
- ✓ Registration fees are collected by us in a secure and efficient manner.
- ✓ Reports facility to track delegates' acceptances and changes, booking numbers and payments.
- ✓ We do the admin but you stay in control.

Part of **service+**

# delegate+

Our Service+ delegate management product enables you to provide your delegates with a safe, easy to use and cost-effective tool to book and pay for their conference place.

## How does it work?

- ✓ We create your event in Delegate+, populated with details you provide and information that we are aware of based upon your booking.
- ✓ We will agree with you the make-up and prices of all packages, including any registration fees you wish to apply. We will also agree the terms and conditions that will apply to bookings.
- ✓ You will be provided with an access key to enable you to check the accuracy of the details being offered to delegates and to check on bookings made throughout the booking process.
- ✓ As delegates make bookings, the booker will receive an email confirming the details of their booking and a transaction receipt for credit/debit card payments.
- ✓ We will collect their receipts and securely bank the funds in an Escrow account on your behalf.
- ✓ You will be able to review booking transactions made, see a list of delegates booked and will be able to monitor sales by comparing bookings against your contractual commitments with Robinson College.
- ✓ Funds may be payable to you subject to the payment arrangements that have been set up for your event.
- ✓ We will manage the event operation schedule and finalise details of the conference with you.
- ✓ We will prepare a final invoice and agree the settlement routine with you. Any final disbursements owing will be distributed with relevant reports.



To book or for more information  
call the conference office on  
**01223 332859** or email  
**conference@robinson.cam.ac.uk**



**Robinson College**  
University of Cambridge



Robinson College, Grange Road, Cambridge CB3 9AN

@RobCollConf

[www.robinson.cam.ac.uk/conferences](http://www.robinson.cam.ac.uk/conferences)