Bidders should indicate the ability to meet below For Information with either ‘Yes’ or ‘No’, all other narrative will be discounted.

**Scoring criteria: 5%**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of requirement owner** | **Info only** | | **Item** | **Requirements** | **Bidder Response Yes/No** |
|  |  | **B** | | **Event Website / Registration Page** |  |
| Web | I | 9 | | It is optional for the ability to use or purchase our own custom domain name |  |
| Web | I | 14 | | It is optional for the platform to allow the website to be embedded into another website |  |
|  |  | **C** | | **What features are included in the event website/webpage** |  |
| Events | I | 15 | | It is optional for the platform to have an area where an event location map can be displayed for delegates |  |
| Events | I | 16 | | It is optional for the platform to have an event schedule builder so delegates can select which sessions they would like to attend |  |
| Events | I | 17 | | It is optional for the platform to have an area where social sharing (Twitter, Facebook, LinkedIn, etc.) and social media links can be embedded |  |
| Events | I | 18 | | It is optional for the platform to allow videos to be embedded from YouTube and/or Vimeo |  |
| Events | I | 19 | | It is optional for the platform to allow the customisation of text and images |  |
| Events | I | 20 | | It is optional for the platform to allow for a photo gallery/slideshow to be embedded |  |
| Events | I | 21 | | It is optional for the platform to have somewhere speaker photos/profiles be displayed |  |
| Events | I | 22 | | It is optional for the platform to have a countdown timer |  |
| Events | I | 23 | | It is optional for the platform to have an 'Add to calendar' button |  |
|  |  | **D** | | **Ticketing Setup** |  |
| Events | I | 26 | | It is optional for the platform to allow group bookings |  |
| Events | I | 30 | | It is optional for the platform to allow delegates to download purchased tickets / registrations as PDF files |  |
| Events | I | 31 | | It is optional for the tickets to include scannable codes |  |
|  |  | **E** | | **Registration Form** |  |
| Events | I | 39 | | It is optional that the platform allows users to upload their own files during registration (e.g. photos, presentations etc.) |  |
| Events | I | 41 | | It is optional that the platform allows someone to register on behalf of multiple attendees for the same event using the same email address (e.g. a PA or team administrator email) |  |
|  |  | **F** | | **Ticket Fees & Payments** |  |
| Events | I | 43 | | It is optional the platform automatically generates receipts / invoices |  |
| Events | I | 44 | | It is optional the platform imposes a per-ticket credit card processing fee |  |
| Events | I | 45 | | It is optional the platform poses a per-ticket service fee |  |
| Events | I | 46 | | It is optional the platform set any other fees in addition to those mentioned above |  |
| Events | I | 47 | | It is optional the platform allows for any fees to be absorbed into the price of the ticket |  |
| Events | I | 48 | | It is optional the platform allows for any fees be added onto the ticket price |  |
| Events | I | 49 | | It is optional there is a waiting period to receive funds for credit card payments |  |
| Events | I | 50 | | It is optional the platform provides a way to accept and process refunds |  |
| Events | I | 51 | | It is optional the platform provides an invoicing option |  |
|  |  | **G** | | **Delegate Communications/Management** |  |
| Events | I | 52 | | It is optional the platform provides a way to send invitation or marketing emails to potential delegates |  |
|  |  | **I** | | **Check-In** |  |
| Events | I | 65 | | It is optional the platform provides an app/feature for checking in guests |  |
| Events | I | 66 | | It is optional the platform allows for multiple people be using the check-in app/feature at the same time |  |
| Events | I | 67 | | It is optional the check-in app updates in real time |  |
| Events | I | 68 | | It is optional the platform provides a way for users to check in guests using code readers |  |
| Events | I | 69 | | It is optional the platform allows attendees to be manually checked in |  |
|  |  | **J** | | **Additional Tools/Features** |  |
| Events | I | 71 | | It is optional the platform has a feature to plan event / table layouts |  |
| Events | I | 72 | | It is optional the platform has a feature to do seating arrangements / assigned seating diagrams, including social distancing if required |  |
| Events | I | 73 | | It is optional the platform has a way to manage event budgets |  |
| Events | I | 74 | | It is optional the platform has a library where documents and images can be uploaded |  |
| Events | I | 81 | | It is optional the platform allows for different access for users, e.g. admin, reporting, event management |  |
| Events | I | 82 | | It is optional the platform has an app for events |  |
|  |  | **K** | | **Does the platform provide support via:** |  |
| Events | I | 84 | | It is optional the platform provides support via email |  |
| Events | I | 85 | | It is optional the platform provide support via phone |  |
| Events | I | 86 | | It is optional the platform provides support via online chat |  |
| Events | I | 87 | | It is optional the platform has an area for user FAQs and support articles |  |