

## Demo

In order to demonstrate the platform can meet our objectives and our essential and desirable requirements, we require the demo to focus on the set up of an event using the below scenario. This should focus on the internal set-up and then an overview of the user journey from the attendee's perspective.

### Scenario: Rail Showcase

Innovate UK KTN are working with the Department for Transport (DfT) to showcase projects funded by DfT in the rail sector. There will be a large conference and exhibition on 15<sup>th</sup> & 16<sup>th</sup> January 2024 in London.

We require an event website to show details of the event including the programme, speakers, exhibitors, location and the opportunity to register.

For registration, we require the following tickets:

- Exhibitors – paid ticket with payment taken via credit card or invoice during the registration process
- Speakers – free of charge ticket with the ticket hidden from public view
- Staff – free of charge ticket with the ticket hidden from public view
- Virtual delegate – free of charge ticket
- In-person delegate - we want to be selective on who can attend the event in-person, so we need this ticket as an expression of interest, limited to 300 tickets, and the ability to approve/decline

For each of the registration types, we will need to create tailored registration forms and confirmation emails containing information relevant to them, e.g. exhibitors will need details of build/pull-down etc, in-person delegates details on the venue etc.

For speakers, we will need an area where they can upload their photo and biography, as well as their presentation.

For exhibitors, we will require an area where they can upload their company logo and profile.

For all attendees we want to give them the opportunity to review an attendee list ahead of the event.

At the event, badges will ideally be printed on demand, or an option to download a file of all badges to be sent to a printer ahead of the event.

Onsite, we will need the option to register delegates onsite who have not pre-registered, as well as make substitutions, and check-in attendees on arrival.

In addition to reporting needed for internal purposes, we will need to give our external partner, DfT, access to real time data on registrations.

Post-event, we will need to issue a feedback survey, tailored to each attendee type.