

Registration



We save you headaches, time and money

No worries with Parthen

Part of the process or the entire track?

The process in between registration and participation requires much time, energy and often also considerable stress. Why not go easy on yourself? Parthen can do it for you: just a small or large part of the process or even the entire registration track. From abstract handling to hotel reservations. All in full accordance with your requirements. See the menu on the opposite page for some of the possibilities offered by Parthen.

Service based on experience

Service, that's what Parthen is all about. We want to really contribute, and do something for you. Consultancy, practical support, temporary staff, providing a flexible link between participants and congress organiser. We aim for the highest possible quality. We act in a correct and professional manner. Years of experience have provided us with a thorough knowledge of the market, the including its obstacles and opportunities. We will be happy to share our knowledge.

Hurray, a 7.8!

We are very proud to tell you that a client satisfaction survey carried out in Autumn 2009 showed that Parthen Registration reaches an average score of 7.8 out of 10! We will be happy to tell you more about the results.

Get the best results

What is important if you're working together with a client? A cooperation needs a number of years to become really valuable. Of course, a registration process takes a number of months, during which personal contact with a client is rather close. But at Parthen we actually see the best results if we handle the second and next editions of a project. After all, we are there to communicate with the clients of our client, meaning that our clients trust Parthen to handle one of their most valuable company processes. Experience has shown that you start to really understand a client's corporate culture if you have been working together for some years on end, or during a number of projects. This involves an evaluation process and the opportunity to do something with the things you have learned about your client. Our advice: have your registration handled by one and the same partner year after year. This will give you the best results.

Tailor-made solutions

Not a single assignment is the same. That is why Parthen always provides tailor-made solutions. Need special software? We'll produce it. Special phone number? We'll arrange it. Additional manpower? We've got it.

www.sustainablemeeting.org

We are all living together on a single planet. This simple fact, combined with what we now know about the climate change, obliges all of us in the meeting industry to actively pursue a better environment. At Parthen, we have been caring for the environment for years now, but that's not enough. We will have to find an answer to the question: how can we improve our effort? So, at Parthen we will take and support any initiative to make our market greener. During our search for an answer we came into contact with the Climate Neutral Group, helping us to achieve zero emission. We are happy to tell you that Parthen is now 100% climate neutral.



So many people, so many wishes

Below you will find part of our registration menu. Anything goes and if something isn't in the menu, we will be happy to invent it for you.

You may select one, some or all of our services. We will support you in this all the way, without further obligations. Each event is different: we aim to offer tailor-made solutions to realise your perfect event!

The Parthen Registration Menu

- Online subscription through digital tailor-made registration form. The digital registration form can be linked to the congress website and be included in mailings as URL.

- Advice on registration form and text to be used in registration and/or accreditation procedure.

- Processing digital and analog subscriptions and cancellations. In case anything is unclear we will contact participants.

- Linking personal logging data to database of invited persons.

- The registration may include:
 1. Name, address, residence.
 2. Telephone, fax, email.
 3. Participant category (minister, leader of delegation, liaison officer, press, etc.).
 4. The abstract handling for scientific conferences.
 5. Dinner, diet requirements.
 6. The abstract handling for scientific conferences just as it is required when it comes to author(s), topics, keywords and maximum number of words.
 7. Confirmation to participants by mail or email. The client will provide letter paper and envelopes.

- 8. Payments (iDEAL/credit card or through bank and invoice).

- Inventory of required output (reports) of registration before, during and after the event. The database will remain the property of the client.

- Composition of overviews (for client), as well as declaration of attendance and badge (for participants).

- Advice on the protocol and corresponding activities.

- Acting as central information hub – through mail, telephone, fax and email – for interested parties.

It is also possible to create a dedicated line for the congress. In most cases two numbers will be used, in both Dutch and English (or more languages).

- Setting up digital report page for the client to download various reports that are updated on a daily basis.

- Handling the list of participants on behalf of the client.

- Inventory of requirements for registration desk, including hardware and software.

- Coordination and layout of desk (together with organisation).

- Reception protocol.

- Instruction of registration desk staff.

- Insight into final registration (participant numbers and categories) and financial outline as soon as possible after the event.

- Emptying database after the event.

Outsourcing or doing it all by yourself?

About Parthen

It all started some twenty years ago with a vision. Today, Parthen offers worldwide professional support to the organisers of conferences, congresses, exhibitions, seminars, meetings and other business events. From Eventure, the congress registration software, to temporary staffing to 10,000 sustainable congress kits. There is no limit to the products and services we can offer. And if it isn't there, we'll invent it for you.

Melanie de Vries of Parthen Registration: **“The registration of participants always takes more time and stress than anticipated. We offer professional and precise handling of all contacts with participants, meaning that everyone will always be informed in time. On the day of the congress, during the build-up phase, we will bring our badges, laptops and computers, including hostesses if needed, and we will set up the registration desk. We will provide a professional reception, being the first point of contact for participants. We take full responsibility for all activities connected with the registration desk. This allows our client to focus on other matters. We do intend, however, to continuously stay in touch with our clients, because mutual feedback is essential.”**



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