

# Sessions & Scheduling

## Flexible Event Program

- Powerful Session planning with Agenda View, Day View and Week View
- Drag and Drop scheduling
- Define your own session types with applicable states and colour indicators
- Assign session thumbnails and use different fonts for session/agenda presentation
- Multiple levels of sub-sessions
- Assign and manage Speakers, Chairpersons and other attendees
- Track Attendance at sessions and record no-shows
- Define required resources for sessions such as A/V needs
- Control Session visibility by Attendee Profiles and rules
- Sophisticated handling of global time zones and Daylight savings time adjustments
- Ability to create Session Groups
- Room Allocation of sessions including conflict resolution
- Associating Abstracts to Sessions

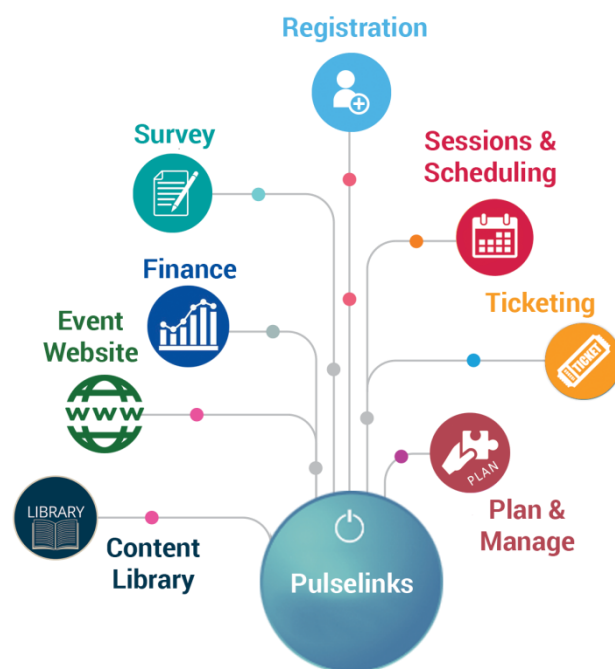
**Event Session Scheduling:** Our session scheduling tool is incredibly easy to use yet provides all the capabilities that you may need for the scheduling of the event sessions and the associated resources and logistical requirements.

Sessions can be optional or mandatory based on type of attendee, by invitation only or by manual assignment. You can specify room layouts, venues, equipment, refreshment needs etc. and use this information for planning and budgeting.

Create sub-sessions and control whether one or more can be selected and add data-collection questions specific to sessions.

All sessions are immediately available and visible in the event website and registration forms.

**pulselinks**  
what . where . when



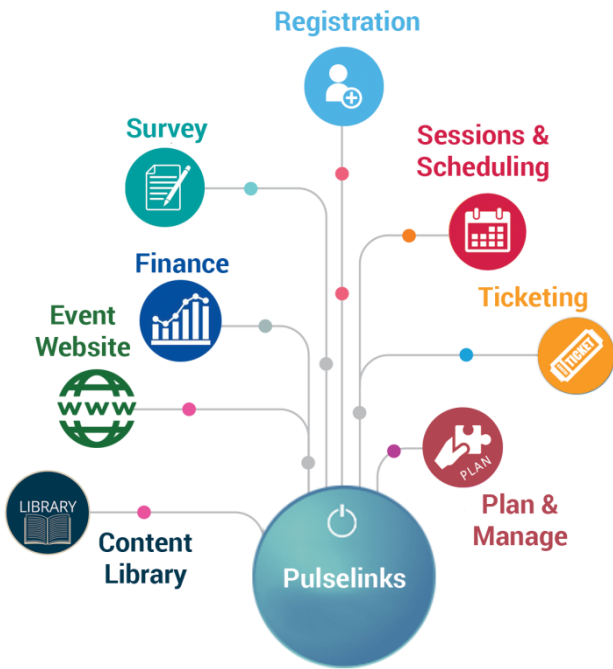
## Fast & Flexible

### Session Scheduling

- ✓ View Sessions in calendar format
- ✓ “Drag and drop” for session timing
- ✓ Assign speakers, chairpersons
- ✓ B2B appointments capability
- ✓ Multiple views for presenting the program on the event website
- ✓ Handle scheduling of transfers and other logistical pre-event activities

### Precise Control

- ✓ Target visibility on the website and registration form to attendee types
- ✓ Collect session specific questions
- ✓ Detail all session needs
- ✓ Attendee limits for sessions
- ✓ Manual attendee assignment and upload lists
- ✓ Define and report session cost
- ✓ Automated inclusion of session in Surveys



## Sessions & Scheduling

Event programs can range from a simple set of a few activities to a complex multi-day agenda across venues.

Pulselinks lets you manage all the complexities of advanced scheduling needs including room allocation and conflict resolution for speakers.

You can also define logistical activities, transfers and pre-event meetings or event organisers internal briefing meetings during the event with controlled visibility.

The session plan also generates the itinerary for delegates and speakers based on their assignments and choice of sessions during registration.

## PULSELINKS FEATURES & MODULES



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