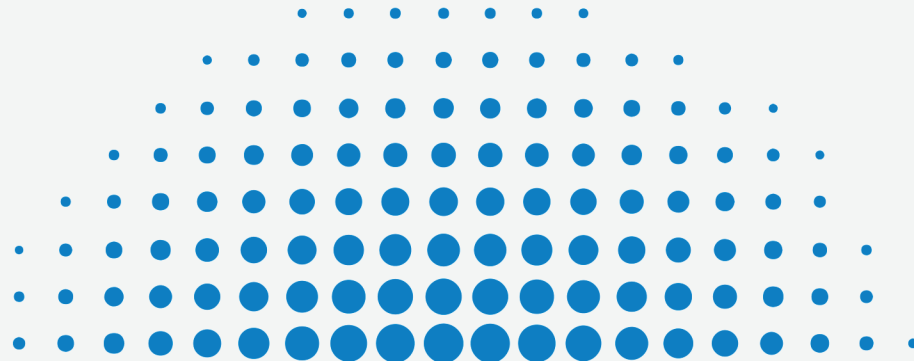


# Conference Planning:

Getting the  
most out of  
your CE-Go  
account

# **CE-Go is an event management platform**

Uniquely designed to create solutions for  
continuing education programming



# Conference Planning on CE-Go

- Virtual, in person or hybrid conference
- Schedule a multi day and multi session event
- Important event details are displayed and communicated to your registrants:
  - Agenda
  - Location/map
  - Sponsors
  - Email sequences
- Account Manager Support



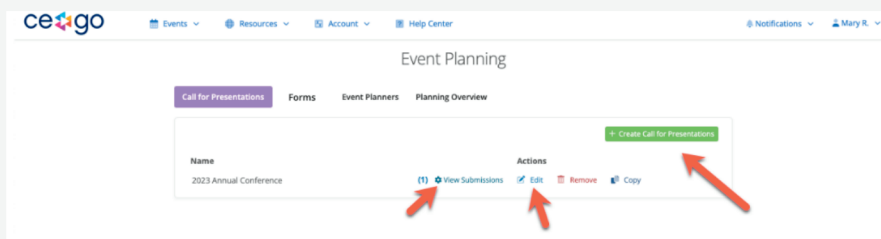
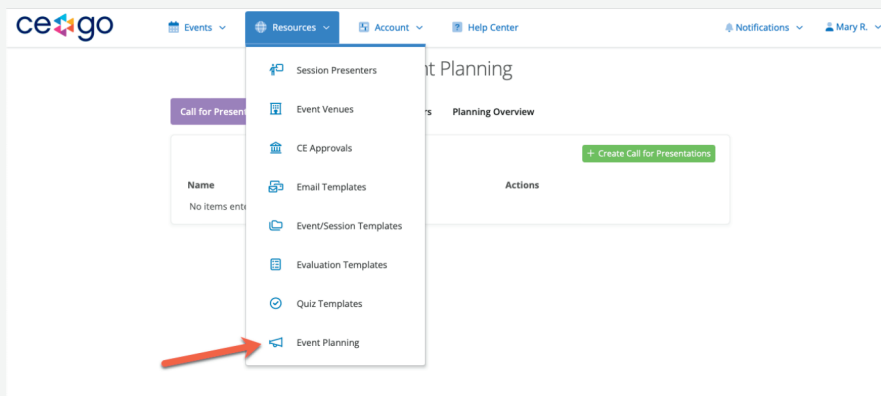
# Conference Planning Pain Points

1. Collecting session information from presenters
2. Manage and track attendance for a multi session event
3. Create added value through Sponsorships - and coordinate sponsors



# Call for Presentation


- Allows you to create, customize, and share a form to collect submissions, (additionally disclosure forms, or other required forms)
- Assign Event Planners to review and vote on submitted sessions
- Accepted submissions can easily be created as a session and assigned to your conference



A screenshot of the 'Edit CFP: 2023 Annual Conference' form. The form is titled 'Edit CFP: 2023 Annual Conference' and has a 'Back' button. It includes a 'Form Builder' tab and 'Settings' and 'Share' options. The form fields are: 'Name' (2023 Annual Conference), 'Description' (2023 Annual Conference CFP.), 'Presentation Title \*' (empty), 'Abstract \*' (empty), 'Content Level \*' (radio buttons for Beginner, Intermediate, Advanced, All Levels), and 'Proposed Time of Presentation \*' (radio buttons for 60 minutes, 90 minutes). A right-hand sidebar contains a list of form elements: Checkbox Group, Date Field, Header, Number, Paragraph, Radio Group, Select, Text Field, Text Area, Learning Objectives, and Content References.

# Exhibitor Hall and Sponsorships


- Sponsors can be displayed to registrants on the landing page
- Create "Sponsor Categories" and assign perks, such as virtual exhibitor booths and discounted tickets
- Exhibitors can sort leads based on attendee impressions



**About Us**  
The Northeast conference on poverty works closely with governmental organizations to provide support and consultation on important matters. Started in 1960, we have contributed to over one hundred educational programs to ensure that important matters that affect us all are attended to in ways that make the most sense.

**Exhibit Content**  
[DOWNLOAD MATERIALS](#)


**Booth Representatives**  
Click on a Booth Representative to view their details and to schedule a meeting



**JENNIFER SMITH**  
Director of Giving

Address: 123 Main Street, Cleveland, OH 44483  
Email: [Info@ce-go.com](mailto:Info@ce-go.com)  
Phone: 234 740 9330  
Website: <https://ce-go.com/>

[SEND ME INFORMATION](#)




enter our giveaway for a chance to win an Amazon Gift Card!

[ENTER](#)


**Exhibit Hall** July 6th, 2022 [Attendee Dashboard](#)

**GOLD**



[Visit Booth](#)

**GOLD**



[Visit Booth](#)

[Booth Setup](#) [Booth Leads](#) [Giveaways](#) [View Exh](#)

**Integral Training Solutions Annual Conference**  
Exhibit Booth Setup

**Impressions** Search [EXPORT TO EXCEL](#)

User	Booth Views	Content Views	Info Requests	Scheduled Meetings	Joined Live Meetings	Favorite
Nicole	1	0	2	0	0	♥
Allan	2	1	4	1	0	♥

# Attendance QR Code Scanning

- Scan from printed badges or attendees can present their QR code on a mobile device
- Email volunteers a link to use a smartphone or bluetooth connected 2D scanner to check attendees in and out for each session
- Attendees who have been scanned in a session long enough will be prompted to complete their evaluation for that session on their attendee dashboard

**ACADIA**  
HEALTHCARE

Treatment  
Placement  
Specialists®

---

**What is DBT Adherence: Best practices for care of Borderline Personality Di...**

---

February 17th



**ATTENDEE**

**View Roster**  
APPIC Welcome & Housekeeping

[EXPORT TO EXCEL](#)

Search

Attendees	Sign in	Sign out
Mary	⊘	⊘
Jennifer K	⊘	⊘
Andrea Z	⊘	⊘
Nicole S	⊘	⊘
Genevieve A	⊘	⊘

**View Roster**  
Conference Planning: Getting the Most out of CE-Go

[EXPORT TO EXCEL](#)

Search

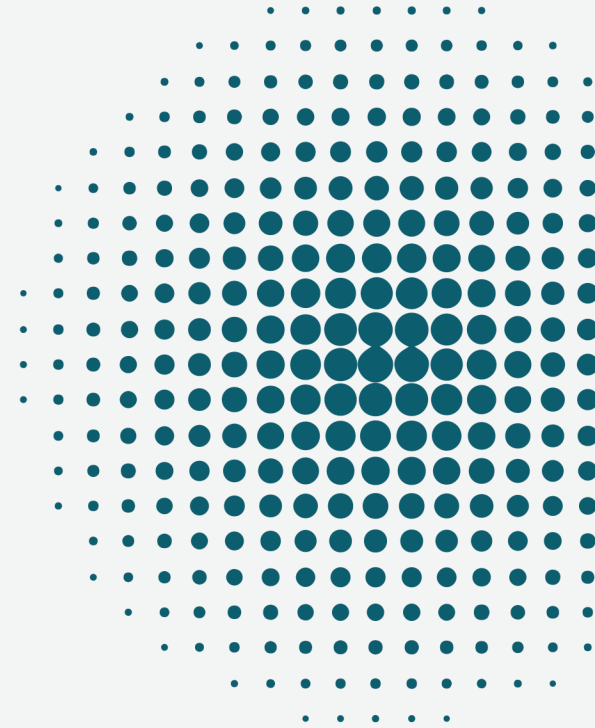
Attendees	Sign in	Sign out
Mary	04:41 pm	⊘
Brenda	04:41 pm	⊘
Tyler	04:42 pm	⊘

Rows per page: 10 1-3 of 3

# Questions?







# Connect



[www.ce-go.com](http://www.ce-go.com)



[support@ce-go.com](mailto:support@ce-go.com)



[tyler@celearningsystems.com](mailto:tyler@celearningsystems.com)  
[mary.riley@celearningsystems.com](mailto:mary.riley@celearningsystems.com)  
[brenda.stebbeds@celearningsystems.com](mailto:brenda.stebbeds@celearningsystems.com)



Help Center  
<https://help.ce-go.com/>



CE-Go Blog  
[www.ce-go.com/blog](http://www.ce-go.com/blog)



Informational Webinars