



Conference and Event Management



RMS

Residential
Management Systems



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RMS

RMS Conference and Event Management

Manage your conferences from anywhere,
directly through the web!

THE RMS CONFERENCE MODULE OFFERS:

- Organizations can be created with unlimited sub groups within them
- Contact management and unlimited billing information
- Master conference plans at your fingertips
- Mass assign delegates to rooms
- Allow conference organizers to email you delegates names for one click upload, or have them login in on-line for easy entry
- Unlimited user defined miscellaneous items (shuttle service, conference plans, security service, etc)
- Complete housekeeping system for easy room cleaning information
- Online user defined reports all available on the web
- Add charges and payments to a conference or individual with ease
- Block and view rooms, facilities and equipment in a graphical color coded calendar
- Move conferees individually or on mass, as changes occur with the click of a button
- All field names are fully customizable
- Fully customizable user drop down lists
- Auto email functionality throughout for ease of communication to delegates and organizers, saving money on mail
- Block buildings and areas for future planning
- Use mailmerge to prepare contracts, confirmation letters, registration cards and more
- Email or mail out contracts, confirmation letters, registration cards and more
- Complete accounting system for easy reconciliation
- Track invoices outstanding, and age 30, 60, 90 days

- Easily view room assignments and roommate information
- Mass check in or check out delegates
- Complete billing system, with customizable statements and receipts
- Print or email complete rosters to organizers and staff
- Read/Write and Read only, plus in depth permissions, allow distribution of workload, without sacrificing security

THE RMS CONFERENCE SYSTEM INCLUDES:

- Conference Management Module - manage your conferences, events and their requirements
- People Management Module - manage demographics and individual room bookings etc....
- Rooms Management Module - manage rooms closures, maintenance, housekeeping management and more
- Accounting Management Module - global billing, additional charges and a complete ledger



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