



**Congress Technology
Business Profile**

ABOUT US



We are proud to be a 100% Namibian company, offering our clients the latest state of the art conferencing technology, backed by professional and reliable service



ASSOCIATIONS



OUR SERVICES

PRODUCTS & SERVICES



Integrated Registration &
Ticketing Event System

IRaTeS

Secretariat services

Communication
Technology and
Equipment

Interpreters and
Translation services

Installations and
Management of
Conference Systems



COMMUNICATION TECHNOLOGY & EQUIPMENT

We use the latest technology from Bosch & Philips for:

- Simultaneous interpretation & translation
- Conference Discussion Systems
- Recording & transcribing of meetings
- Voting Systems
- Video Conferencing & Teleconferencing



INSTALLATION & MANAGEMENT OF CONFERENCE SYSTEMS



AUDIO VISUAL EQUIPMENT

We provide state of the art equipment and Management

- Big Screens
- Projectors
- Presentation Management
- Staging
- Lights
- Broadcasting



INTERPRETERS, TRANSLATION & TRANSCRIPTION SERVICES

We provide interpreters and translators in all local Namibian languages and international languages including:

- French
- English
- Portuguese
- Spanish
- German
- Arabic
- Chinese
- Japanese



SECRETARIAT SERVICES

Your office away from your Office

- PC's
- Photo capturing
- Photocopying
- Printers
- Stationary
- Full secretarial services



EVENT SOFTWARE SOLUTIONS

- Event Management Software & Equipment
- Project & Registration Management system
- On-line registration
- Track participants before, during and after event
- Financial Capability incl Budgetary Control
- Logistics Management
- Reporting



PROJECT MANAGEMENT

Project Management tool producing the following:

- Checklists
- Budget
- Logistics reporting
 - Venue
 - Equipment
 - Transport, printing, media, accommodation

Task	Assigned To	Start Date	Started	Finish Date	Finished
Prepare invoice - signing of contract	Kauna	24-Jan-03	<input checked="" type="checkbox"/>	27-Jan-03	<input type="checkbox"/>
Prepare invoice - commencement of contract (24 Feb)	Danica	24-Feb-03	<input type="checkbox"/>	24-Feb-03	<input type="checkbox"/>
Prepare invoice - completion of contract	Kauna	19-Mar-03	<input type="checkbox"/>	19-Mar-03	<input type="checkbox"/>
Update delegate information sheet	Anita	21-Jan-03	<input checked="" type="checkbox"/>	24-Jan-03	<input checked="" type="checkbox"/>
Circulate delegate information sheet to Consultant with reg form for final	Kauna	21-Jan-03	<input checked="" type="checkbox"/>	24-Jan-03	<input checked="" type="checkbox"/>
Set up meeting with Trip Travel for airfare negotiations	Kauna	21-Jan-03	<input checked="" type="checkbox"/>	22-Jan-03	<input type="checkbox"/>
Set up meeting with SAA for airfare negotiations	Danica	21-Jan-03	<input checked="" type="checkbox"/>	22-Jan-03	<input type="checkbox"/>
Obtain quotes for printing of banner for USAID	Kauna		<input type="checkbox"/>		<input type="checkbox"/>
Draft layout of banner for approval by USAID	Kauna	22-Jan-03	<input type="checkbox"/>		<input type="checkbox"/>
Confirm special event at Joe's beerhouse	Anita	28-Jan-03	<input type="checkbox"/>	12-Mar-03	<input type="checkbox"/>
Obtain quote for transport from Safari to Joe's Beerhouse	Kauna	24-Jan-03	<input type="checkbox"/>	27-Jan-03	<input type="checkbox"/>
Compile letter for Airports Company re welcome desk	Danica	21-Jan-03	<input type="checkbox"/>	29-Jan-03	<input type="checkbox"/>
Forward list of speakers/delegatesto Safari Hotel	Kauna	21-Jan-03	<input type="checkbox"/>	31-Jan-03	<input type="checkbox"/>
Compile evaluation form and submit to consultant	Anita	17-Feb-03	<input type="checkbox"/>	24-Feb-03	<input type="checkbox"/>
Weekly reports to client	Anita		<input type="checkbox"/>		<input type="checkbox"/>



Summit Pro 2000: NNF - Regional CBNRM Conference - [Organising Tasks]

File Help

Organising Tasks

Tasks are unsorted
28-Jan-03

Task	Assigned To	Planned Start Date	Started	Planned Finish Date	Finished
Prepare invoice - signing of contract	Kauna	24-Jan-03	Yes	27-Jan-03	No
Prepare invoice - commencement of contract (24 Feb)	Danica	24-Feb-03	No	24-Feb-03	No
Prepare invoice - completion of contract	Kauna	19-Mar-03	No	19-Mar-03	No
Update delegate information sheet	Anita	21-Jan-03	Yes	24-Jan-03	Yes
Circulate delegate information sheet to Consultant with reg form for final approval	Kauna	21-Jan-03	Yes	24-Jan-03	Yes
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Page: 1 | Ready

Organiser Task List Status

33 days until NNF starts.
118 tasks on list.

Tasks Requiring Further Information

Not Assigned To Anyone 0 No Planned Start Date 20 No Planned Finish Date 34

Starting Tasks	Today	End of Week	Finishing Tasks	Today	End of Week
Due To Start On Or Before	63	65	Due To Finish On Or Before	41	46
Started	32	32	Finished	13	13
Still Unstarted	31	33	Still Unfinished	28	33
Total Started	37		Total Finished	18	
Total Unstarted	81		Total Unfinished	100	

Contact Follow-Up Tasks Still To Be Done

Due To Be Done By Today Or Earlier 0 Total Still To Be Done 0

Help Exit



PROJECT MANAGEMENT

Personal Details

Find by

Family Name *

Ms Anita Harmse

Find by

Organisation

PIN	1	Title	Ms	Given Name	Anita
Family Name	Harmse				
Salutation	Anita				
Badge Name	Anita Harmse				<input type="button" value="Print"/>
Position	Conference Organiser				
Division	<input type="text"/>				
Organisation	Conference Link				<input type="button" value="Fill"/>
Street Line 1	<input type="text"/>				
Street Line 2	<input type="text"/>				
Suburb or City	<input type="text"/>				
State	<input type="text"/>	Postal Code	<input type="text"/>		
Country	NAMIBIA	Bulk Code	0		
Phone (W)	+264 61 251014	Phone (H)	<input type="text"/>		
Fax (W)	+264 61 272032	Fax (H)	<input type="text"/>		
Mobile Phone	+264 811277320	Source	<input type="text"/>		
E-Mail	ah@conferencelink.com.na				
Notes	<input type="text"/>				
Accomp. Person	<input type="text"/>				

At a Glance

Potential	Confirmed	Kit Sent
Delegate	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Presenter	<input type="checkbox"/>	<input type="checkbox"/>
Exhibitor	<input type="checkbox"/>	<input type="checkbox"/>
Sponsor	<input type="checkbox"/>	<input type="checkbox"/>
Advertiser	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>
Session Chair	<input type="checkbox"/>	Has Hotel Booking <input checked="" type="checkbox"/>
Organiser	<input checked="" type="checkbox"/>	Has Travel Booking <input type="checkbox"/>
VIP	<input type="checkbox"/>	Last Invoiced <input type="text"/>
Amount Due	Amount Paid	Outstanding
\$ 0.00	0.00	0.00

Work Address

Asian Name

Badge Produced

Attended Event

Satchel Given

Entered 17-Jan-03 Altered 24-Jan-03 By Admin

Correspondence

Letter
 Fax
 E-Mail

Postal Code Style

City State Postcode/Zip

EOI and Profile

Extra Details

Hotel Booking

Travel Booking

Register

Money Menu

Trade

Presenter

Other Involvement

Edit Tickets

Correspondence

Contact

The Usual

Delete

Badge

Label

Preview

Help

Cancel

OK

Record: of 1



INTEGRATED REGISTRATION & TICKETING SYSTEM



INTEGRATED REGISTRATION & TICKETING SYSTEM

Namibia's only solution for complete internet-based integrated ticketing system able to handle your box office needs from small to mega events.

- Sports events
- Theatre and cultural events
- Political events
- Educational events
- Public and private events
- Many more!



Product Benefits & Highlights

- Real-Time sales through all sales channels
- Reserved seating, general admission, box seats, & can use as meal tickets
- Fan management and individual seat history tracking
- Print-At-Home tickets & Access Control



Product Benefits & Highlights...

- Unlimited price tiers & hold templates
- Online Season ticket sales
- Promotional code discounts for online sales
- Sophisticated fan marketing, tracking & reporting
- Real-time sales tracking (Watch your sales as they happen)
- Promoter Reports / Seating Charts
- Role/privilege based for maximum security



Product Benefits & Highlights

- Online, fast and reliable
- Flexible
- Control mechanism
- Statistics and reporting
 - Information such as gender, age group and more
 - Popularity of event
 - Total of attendees



Registration System

- Send mass mail for invitations
- Track participants before, during and after an event
- Track participants accommodation and travel arrangements
- Register them and keep a database for future use
- Produce delegates lists
- Produce name badges
- Produce Detailed Event Programmes .
- Automatically perform tabling and seating allocations for Banquets and Gala dinners.



Registration System

- Provide Full Financial Capability
- Produce Confirmation Letters including Invoices, Receipts, as well as individual Itineraries for all participants.
- Track Speaker abstracts and requirements.
- Provide a detailed behind the scenes Organizer which will track start and completion dates of all necessary tasks.
- Afterwards, analyze your event.



Ticketing/ Registration Process

STEP 1: Ticketing/ Registration



Person registers/
buys ticket



Person receives
badge/ ticket



STEP 2: Ticket Verification

Person enters
venue



Scan ticket bar code





iRaTes

Intergrated Registration And Ticketing Events System

[HOME](#)

[REGISTRATION](#)

[VERIFICATION](#)

REGISTRATION

[REGISTRATION FORMS](#)

[BADGES ISSUE](#)

[TICKETS ISSUE](#)

VERIFICATION

[VERIFICATION \(BADGES\)](#)

[MEAL](#)

[TICKET VERIFICATION \(ENTRANCE\)](#)

[TICKET VERIFICATION \(EXIT\)](#)

REPORTS

DELEGATE LIST GROUPED BY: [SURNAME](#) [COUNTRY](#) [PARTICIPANT STATUS](#)

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Active downloads

↑	3231 B/s
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iRaTes

Intergrated Registration And Ticketing Events System

[HOME](#)

[REGISTRATION](#)

[VERIFICATION](#)

Participant Registration Form

PARTICIPANT DETAILS

Surname

First Name

Title

Badge Name

Passport Photo

Browse...

Passport/ID number*

Town

Country/Region

Telephone(Home)

(NB: Country code, i.e namibia +264)

Mobile-Phone

(NB: Country code, i.e namibia +264)

E-mail



iRaTes

Intergrated Registration And Ticketing Events System

[HOME](#)

[REGISTRATION](#)

[VERIFICATION](#)

TICKET VERIFICATION(ENTRANCE)

SCAN TICKET

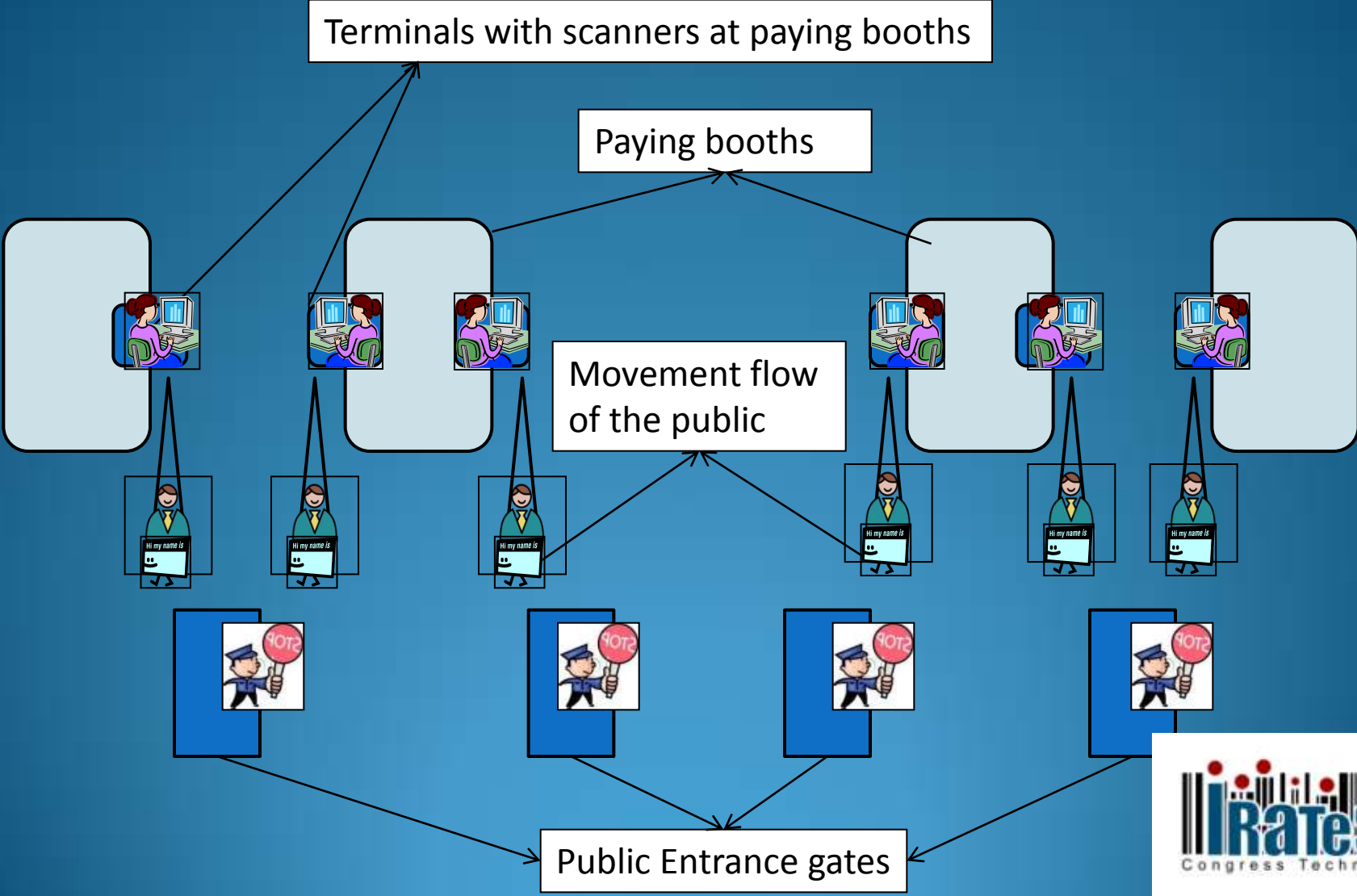
© Developed by Africa Millenium Technology

Physical setup

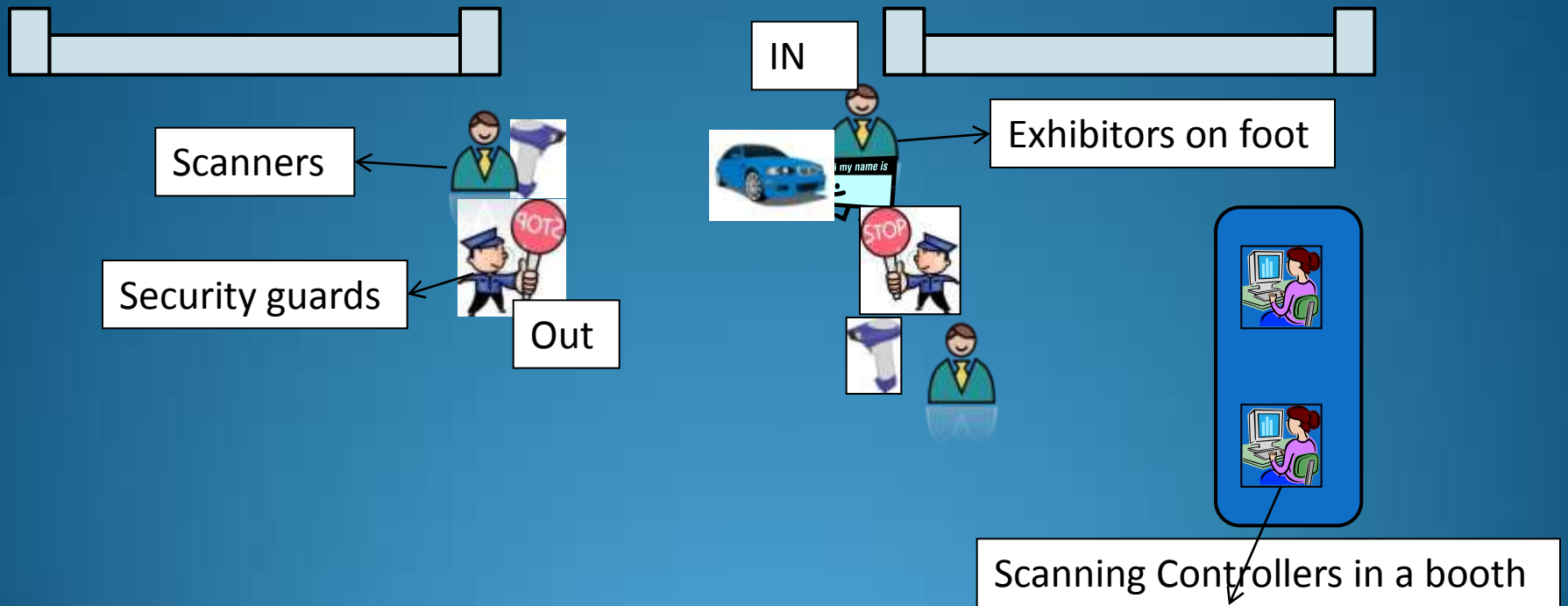
- Terminals connected to a central server via a wireless network
- Setting up booths where terminals will be operated from
- Use wireless scanners at car gates
- Have all registered participants enter via a specially setup entrance as shown below



PUBLIC ENTRANCE SAMPLE

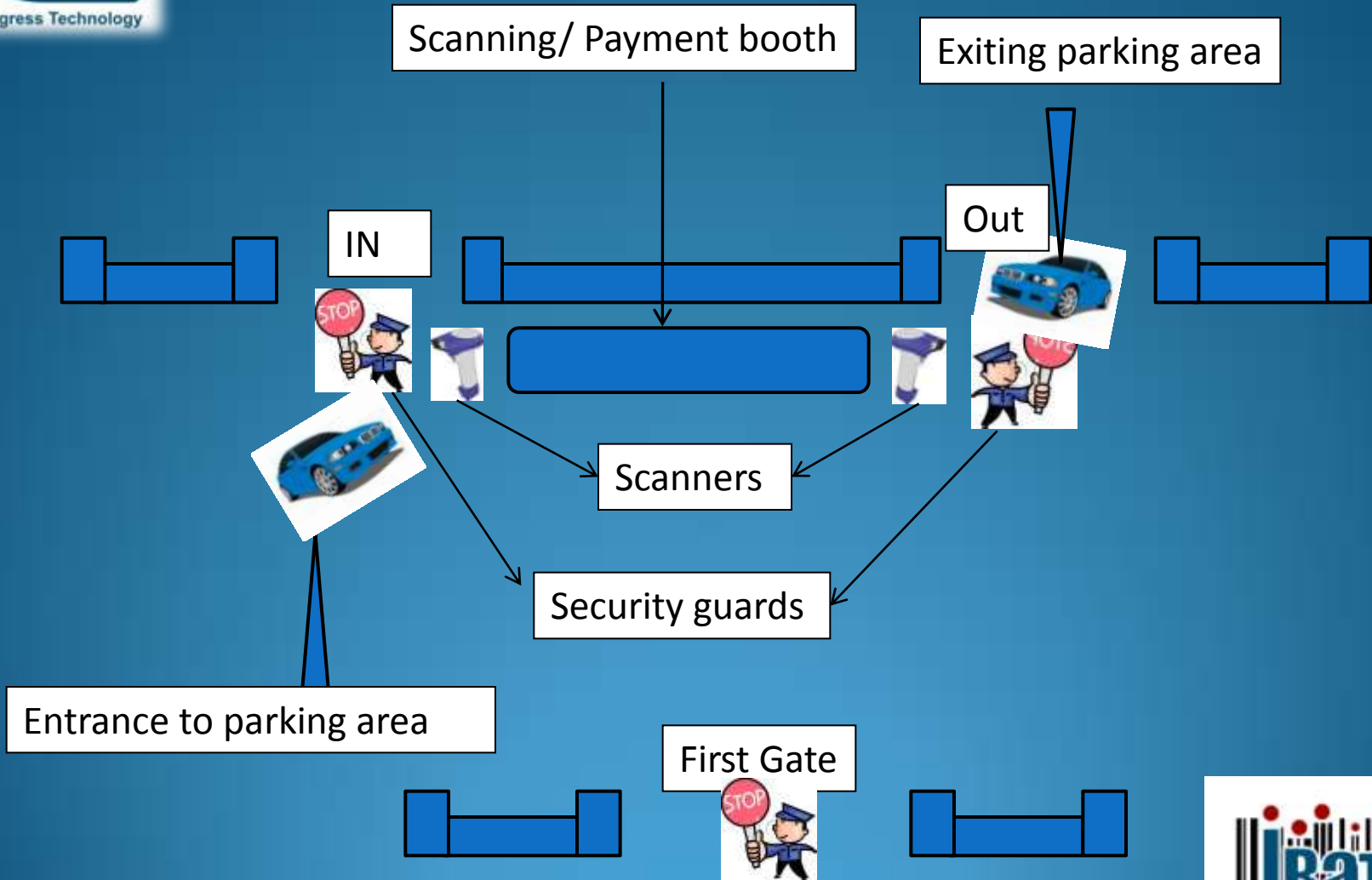


ENTRANCE FOR EXHIBITORS AND CONFERENCE





VEHICLE ENTRANCE



CLIENTS

CLIENTS

Office of the Prime Minister

National Youth Council

Ministry of Health

Windhoek Consulting Engineers

Food and Agricultural Organisation of the United Nations

Conference Link

Namibia Women's Summit

Courtesy Associates

DB Audio

Windhoek Country Club Resort

National Premier League

Ministry of Agriculture, Water & Fisheries



THE TEAM







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