

# Registration and Time slot Management for Exhibition, Events and Conferences

**Visitors and Suppliers are signed in and registered for the event and an area with a time slot booking.**



# 6 Steps for a successful secure Expo and Event Management with an implemented online Portal



Create your Event



Plan your Capacities



Put your event online  
in the Portal



Issue boarding  
passes



Arrival preview  
and Monitoring

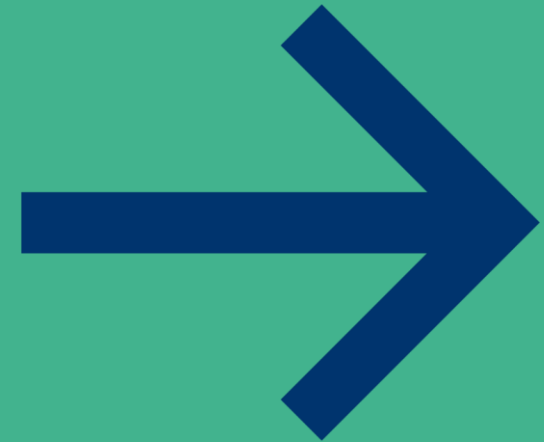


Equip your  
personnel with  
on-site App

# 01



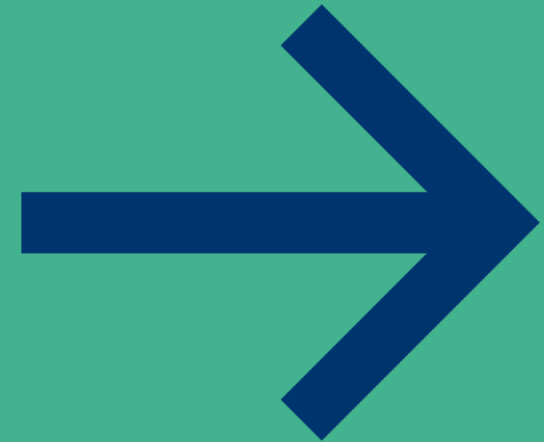
Create your event with opening times and specific event details.



# 02



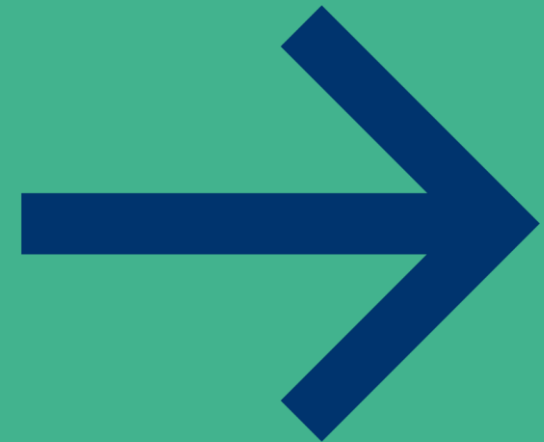
**Plan your event with capacities per day in all possible areas, which you can define flexibly (e.g. halls or areas).**



# 03



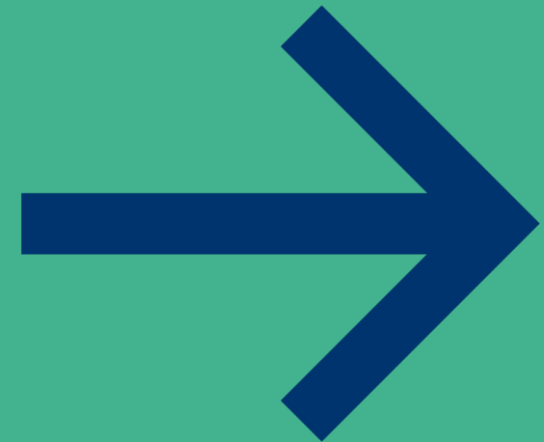
**Put your event online and start the booking for all visitors and suppliers in the portal.**



# 04



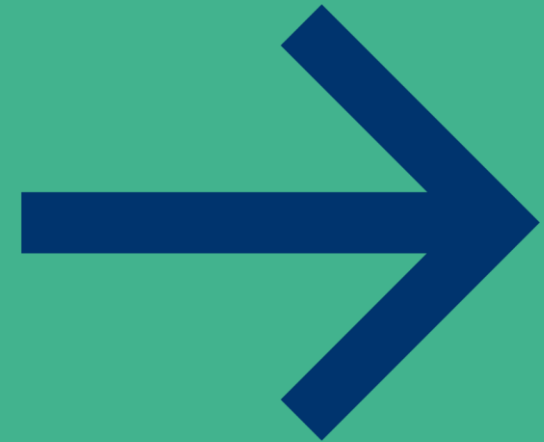
The person who has made the booking and will arrive will receive a boarding pass as confirmation with the booking, which contains clear information about their arrival and is used as identification on site.



# 05



**Get an arrival preview and data in advance for the intensively booked areas. Put yourself in the position to be prepared and control crowds. Send dynamic information, requests and instructions.**

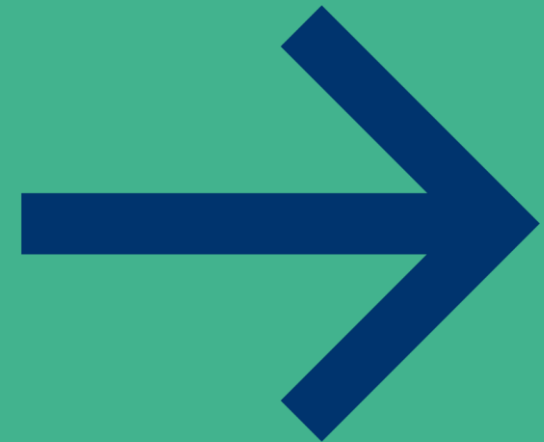




# 06



Equip the staff in the areas with the connected app and register the people at the entrances or in certain areas by scanning the boarding pass. If required, record information in the tour of the arriving person (e.g. body temperature)



# Everything else you need to know

All Visitors and Suppliers have the possibility to register and create a login. By selecting an event, the person who wants to attend an event is taken to a simple booking dialog where the desired day and time is entered and time slot can be booked for various areas of the event.

Thus, there is a separate optimized tour for each visit, taking into account capacities and current rules.

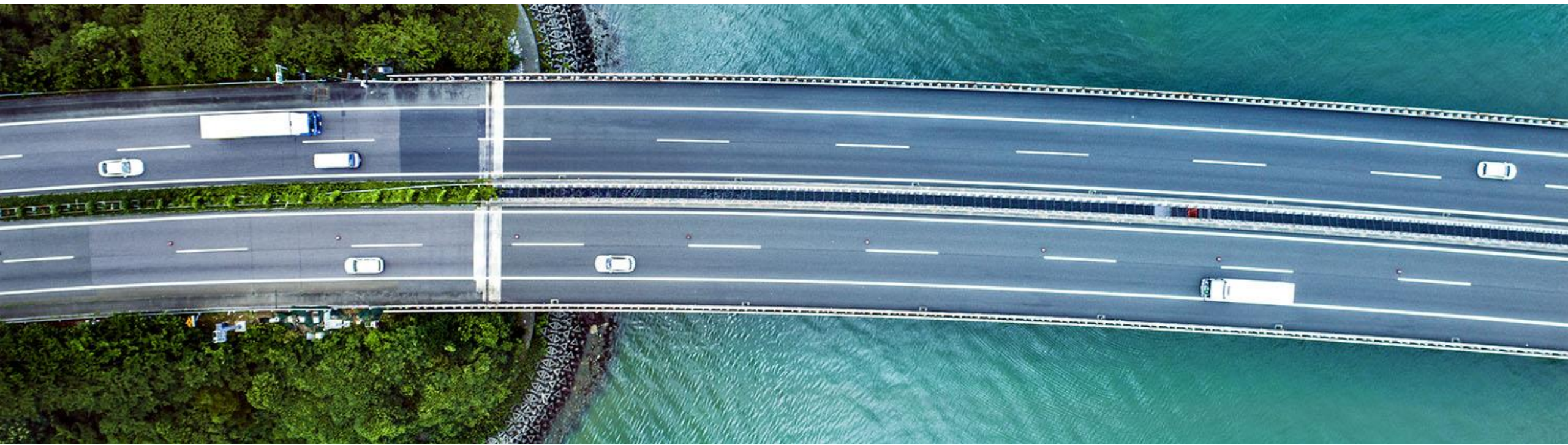
For the organizers, this results in a mandatory preview to plan the required security measures and an action tool for controlling and containing crowds.

For questions and further information please contact our [Registration](#) and [Time slot Management](#) experts.

# KN Registration and Time slot

Arrival and deliveries to events only with registration and booking of a time slot.

[www.timeslot.kuehne-nagel.com](http://www.timeslot.kuehne-nagel.com)



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