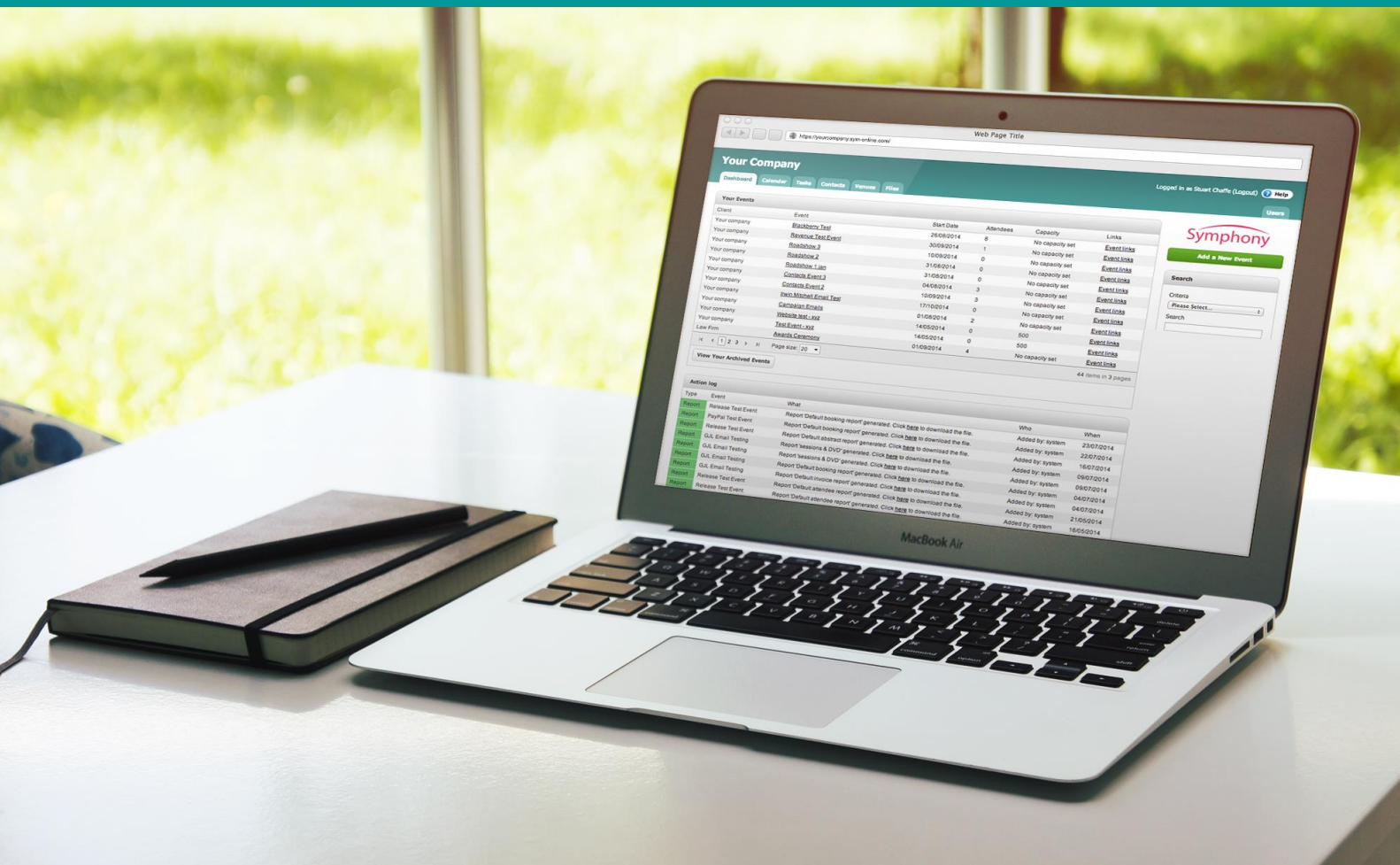


# Symphony

## Event Management

Corporate Hospitality and Tickets Portal



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Symphony is a division of Quba New Media

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# Corporate Hospitality and Tickets Portal

## Share real-time event information within your company

Give your staff access to see what events are happening.

Allow staff to request tickets to an event and who to send them to.

Share attendee information with your staff before your event.

Display event organiser details so staff know who to contact.

Connect directly with your events ticketing partner agency.

[Email the Events Team](#)

Event	Date	Attendees	Office
Gala Dinner	26 May 2015	4	Leeds
Entrepreneur Conference	30 September 2015	100	Sheffield
Retail Awards	29 October 2015	2	Birmingham
Sport Conference	24 November 2015	1	Sheffield
Online Webinar	21 April 2016	88	London
Annual Conference	3 October 2016	9	Sheffield
Sales Conference	13 March 2017	9	Sheffield
Training Event	15 December 2017	6	Manchester

Show **All** entries      Showing 1 to 8 of 8 entries      ◀ Previous Next ▶

Show when and where your events are taking place, along with how many attendees have signed up so far. Let users search for events by keywords and include a button so your staff can contact your events team.

Benefits	
Share data securely	✓
Minimize the need for emailing spreadsheets	✓
Give your internal clients the real-time data they need	✓
Ensure the right people attend your events	✓
Measure the effectiveness of campaigns	✓
Gain visibility for your events	✓
Plan events strategically	✓
Record hospitality and associated costs re The Bribery Act 2010	

## How does it work?

**The Corporate Hospitality and Tickets Portal uses real-time information managed from a secure database. Set up all your events and hospitality data in one place.**

The system is simplicity itself. Just go to the portal and either request a price for going to an event or register for some of the pre-booked tickets. In either case enter just the minimum details needed. Your requests and bookings are sent to both the central admin team and your event agency partner.

The event agency partner receives everything by email so there is no delay because they have not logged into the portal for hours. They click on the relevant link in the email and are taken straight to the entry screens where they fill in the details.

Your member of staff receives an email back with the details which are automatically recorded in the portal.

At any time the relevant people can go to the portal and see what is happening. We use email as the quickest and most robust way to inform everyone concerned when something happens. You simply click on the link in the email to see what's going on or to make a change.

If a quote was requested it is sent to your events central admin team who will approve it and make it available on the portal.

The screenshot shows an Intranet portal with a search bar and navigation menu. The main content area displays a table titled "Email the Events Team" with columns for Event, Date, Attendees, and Office. The table lists eight events from May 2015 to December 2017. A "Show All" dropdown is visible at the bottom of the table, and it indicates "Showing 1 to 8 entries".

Event	Date	Attendees	Office
Gala Dinner	26 May 2015	4	Leeds
Entrepreneur Conference	30 September 2015	100	Sheffield
Retail Awards	29 October 2015	2	Birmingham
Sport Conference	24 November 2015	1	Sheffield
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Adding the Intranet Events and Ticketing Portal to your intranet or website is simple. We will provide you with the URL and code for you to embed the module into your site as an iframe. If you want to know about the other configuration options available, email [info@symphonyem.co.uk](mailto:info@symphonyem.co.uk) and we will discuss your options with you.

Event	Date	Attendees
Entrepreneur Conference	30 September 2015	100
Retail Awards	29 October 2015	2
Sport Conference	24 November 2015	1
Online Webinar	21 April 2016	88

## What information can I share?

Information	
Display what events are taking place	✓
Show dates of upcoming events	✓
Show number of attendees	✓
Show event location	✓
Show event type	✓
Search for events by keywords	✓
Enable staff to request events and tickets via the portal	✓
Publish your Corporate Hospitality guidelines where they can be seen	

# Can I share attendee data securely?

If you choose to, you can display lists of attendees.

Attendee Data	
Display who is attending	✓
Display who is awaiting a response	✓
Display who is not attending (declined invitation)	✓
Show Name	✓
Show job title	✓
Show organisation	✓
Show custom fields related to attendees	✓

## What are the benefits?

There are lots of benefits from incorporating the Symphony Events and Ticketing Portal on your intranet.

Benefits	
Share data securely	✓
Minimize the need for emailing spreadsheets	✓
Give your staff and executives the real-time data	✓
Ensure the right people attend your events	✓
Measure the effectiveness of campaigns	✓
Gain visibility for your corporate hospitality and events	✓

Plan events according to what is in your calendar	✓
Integrate the Tickets portal with your other marketing events	
Ensure transparency as defined in the Bribery Act 2010	
Make your corporate hospitality guidelines public	

## Configuration options

Whether you want custom branding, secure logins or you need to display specific data, we can help you.

Options	
Custom design and colour scheme	✓
Custom security	✓
Integration with your website or CMS	✓
Secure logons with different access rights (if required)	✓
Select what data to display	✓
Include contact details of your events team	✓
Request an event function - enable staff to specify dates for an event	✓
Integrate with other marketing events and seminars	
Integrate with in-house training events	

## Further Reading

**The Bribery Act 2010 came into effect on 1 July 2011. It is amongst the toughest anti-bribery and corruption legislation in the world.**

**Here are some links to opinion on what the act means in practice for UK businesses**

<http://thebriberyact.com/corporate-hospitality/> Up to date experts speak on the matter

<http://thebriberyact.com/2012/02/20/the-sfos-view-on-corporate-hospitality/> 2012 but still valid

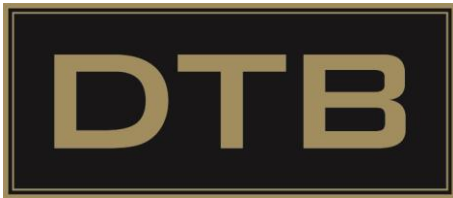
<http://www.shoosmiths.co.uk/client-resources/legal-updates/Corporate-hospitality-and-the-Bribery-Act-1891.aspx>

<http://www.securitiesdocket.com/2010/09/17/adequate-procedures-the-antidote-to-bribery/>



Give Symphony a call on +44 (0) 114 279 4990 or contact your Event and Corporate Hospitality Partner Agency

Symphony Partners include:



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