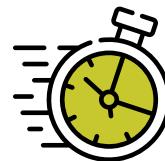


Premium Implementation Services

Faster onboarding. Smarter setup.

Cadmium

Our hands-on implementation service gets your Cadmium Eventscribe module up and running, quickly and correctly. We configure each module to match your event's specific needs, helping you reduce setup time and avoid common pitfalls.



Personalized consultation

We work closely with you to understand your event objectives. We carefully review your needs and goals to provide tailored recommendations for your tech setup.

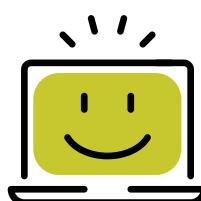


Comprehensive Eventscribe product setup and onboarding

We build your product with customized settings for optimal performance, aligning best practices with your event goals.



**You manage the event.
We'll handle the tech.**





MOBILE APP CONFIGURATION

App Setup

- Manage the setup and implementation of the mobile app within the Cadmium platform.
- Collaborate with the client to determine the app launch date.
- Kick off with a one-hour call.
- Coordinate with Cadmium to ensure the app is submitted to the Apple App Store and Google Play Store.*

Graphic Design and Content Management

- Compile and provide app graphic specifications to the client's designer, including banners, splash screens, event icons, up to 4 exhibitor recognition icons, and 25 tile images.
- Send artwork specifications to the client's sponsorship manager for any sponsors of the app.
- Load and manage all app graphics, including show management and sponsored graphics.
- Work with the client to finalize the app's tile layout, discuss functionality, and link tiles to external websites, filtered schedule views, and other custom features.
- Ensure any presentation slides or other content that needs to appear in the app is uploaded.

User Access and Login Management

- Determine the client's login requirements (e.g., full conference vs. one day) and update the login page. Includes setup for up to 10 registration types (e.g., full day, one day, hall only, etc.)
- Client completes SB spreadsheet to determine what type of access each registration type (up to 10) receives.
- Add unlock codes in client's Education Harvester.
 - If using an upload sheet, the client enters the unlock codes according to the completed spreadsheet. SB uploads the list via a mission.
 - If using Eventscribe accounts, SB sends this spreadsheet to Cadmium via boom and Cadmium updates their end.
- Create template for attendee download instructions for website/ email communications.

Testing and Quality Assurance

- Conduct comprehensive testing to ensure app functionality, including:
 - Navigation, link accuracy, and graphic display.
 - Pre-load 15 push notifications prior to launch.
- Spot-check for correct formatting of presentation slides prior to launch.
- Verify sponsor graphics prior to launch.
- Perform cross-device testing for mobile responsiveness and overall user experience.
- Collect and implement feedback from the client's events team prior to launch.

Training

- Provide client staff with 1-hour Zoom training on app management, including:
 - Graphic uploads and updates.
 - Sponsor asset management.
 - Push alert creation and scheduling.
 - Access level adjustments and user support.
- Zoom training will be recorded and shared with the client.

Launch and Support

- Oversee the final app launch, including a pre-launch quality assurance check.
- Provide real-time support during the first week post-launch to address any technical issues or content updates.

To discuss your Cadmium setup, contact:

Traci King | 770-235-3509
tking@discoversb.com

*Client is responsible for maintaining their own Apple and Google developer accounts, completing any required setup, and ensuring app store approvals are obtained (if applicable).