

Event Technology & Registration – Scope of Work

Scope Overview

This document outlines the proposed scope of services for delivering an integrated event technology and registration solution to support smooth delegate management and event operations through web, mobile, and onsite systems.

Component	Scope Description
1. Event Website Development	Dynamic, responsive website with event schedule, speakers, venue details, FAQs; registration integration; SEO-ready.
2. Online Ticketing & Registration	Branded interface with pricing slabs, discount codes, delegate categories; payment gateway; QR codes; email alerts; “I Am Attending” post generator with photo and name.
3. Mobile Application (Optional)	Real-time updates, agenda, maps, QR check-in, feedback forms; AI PhotoBooth with branding effects; social post generator.
4. Onsite Registration	Self-check-in kiosks, staffed counters, QR-based check-in, real-time backend sync.
5. Facility Monitoring	Wireless devices for entry validation, headcount tracking, session monitoring, capacity and VIP alerts.
6. Admin Dashboard	Centralized backend for registrations, payments, access control, role-based permissions, manual override tools.
7. Event Analytics	Live tracking of registration, check-in, session attendance; visual dashboards; exportable reports.
8. Relevant Experience	The bidder shall have prior experience in delivering similar event technology solutions, including event websites, online registration, ticketing, mobile applications, onsite registration, delegate management, access control, analytics, and related event technology services. Experience in executing projects for Government Departments, Public Sector Undertakings (PSUs), Autonomous Bodies, or Government-sponsored events will be considered an added advantage. Documentary evidence such as work orders, completion certificates, or client references may be requested during the evaluation process.