

# Planning & Scheduling

## Scheduling

- Powerful Session planning with Agenda View, Day View and Week View
- Drag and Drop scheduling
- Assign and manage Speakers, Chairpersons and other attendees
- Track Attendance
- Allocate Resources to sessions
- Sophisticated handling of global time zones and Daylight savings time adjustments

## Planning & Tracking

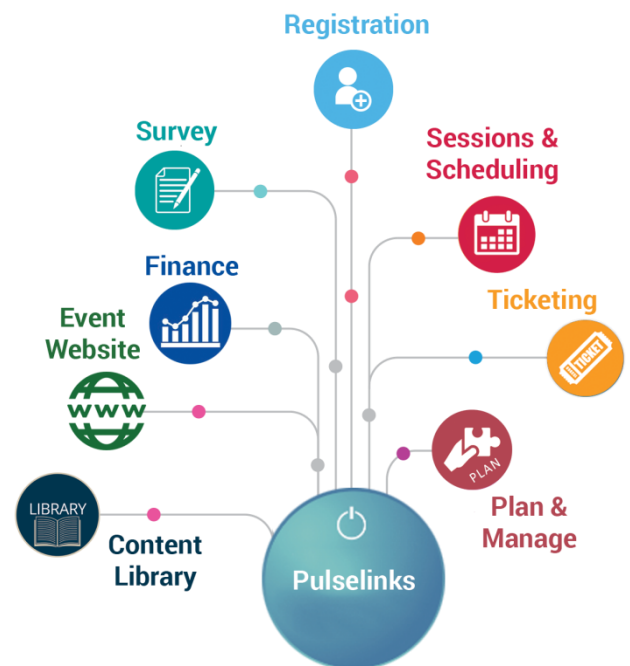
- Flexible Planning with a Gantt Chart
- Create logic linked plans
- Assign Team members & resources
- Team members can update the status of their tasks easily from mobile devices
- Track and Report tasks across events

The Pulselinks platform leverages the capabilities of our enterprise resource planning engine. The system provides two distinct areas of planning.

**Event Scheduling:** Our session scheduling tool is incredibly easy to use yet provides all of the capabilities that you may need for the scheduling of the event sessions and the associated resources and logistical requirements.

**Project Managing your event:** Planning a major event or a small workshop? From large events, where the work starts a year or more before the event date to an ad-hoc workshop planned days or weeks in advance, our planning tool can help you do it right.

**pulselinks**  
what . where . when



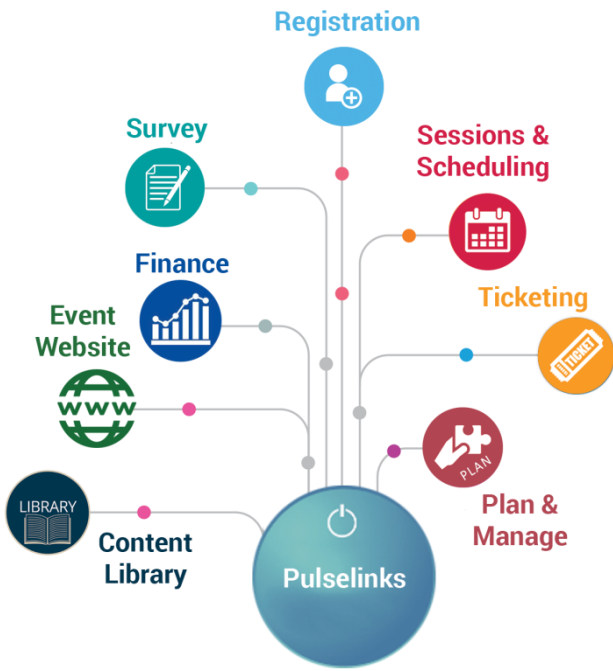
## Planning for Success

### Proactive Planning & Tracking

- ✓ Create module planning templates for various types of events and for various aspects of event planning & tracking
- ✓ Automatically apply templates to the event to create an activity plan for the event
- ✓ Set-up automated email reminders
- ✓ Automated email notifications of changes to the event plan

### Efficient Execution

- ✓ Team members can see upcoming tasks easily
- ✓ Update the status and progress of tasks
- ✓ Integration with mobile device applications such as calendars and To-Do lists



## Planning & Scheduling

### Integrate the schedule with your calendar

From publishing the session on the event web site, to integrating in your calendar on your mobile device or other calendaring services e.g. Google Calendar, Pulselinks allows you to access and use your event schedule in a flexible manner.

### Project Management and To-Do Lists

Having the right information available at the right time and in the right tool is the key to working efficiently. Our system allows users to sync their assigned activities with to-do lists on their mobile devices making it easy to always stay on top of what needs to be done.

## PULSELINKS FEATURES & MODULES



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