

the smart way to plan your next event ...





What is VENUE Smart

VENUE Smart harnesses the tools of Microsoft® Office Visio® together with a tailor made venue layout templates and equipment stencils to provide a fast and effective conference plan layout.

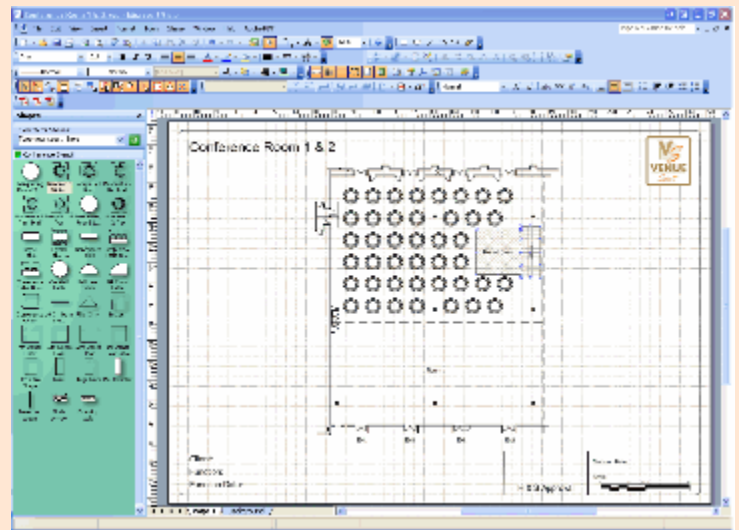
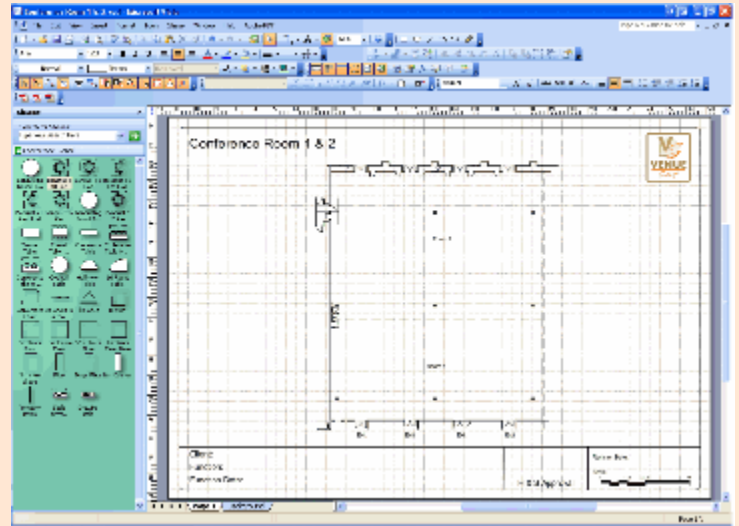
The VENUE Smart Process

The **VENUE Smart** process begins with the loading of CAD plans of each venue layout. These plans are converted to scale and locked ensuring the accuracy of the room dimensions and specifications.

All equipment, in the form of chairs, tables, podiums, dance floors etc, is then loaded individually as stencils, captured by accurate sizes and dimensions. All these items are then locked to ensure no alterations.

Using VENUE Smart

Then it's up to you. Simply open a venue layout template, load a stencil and drag and drop your equipment and or furniture onto the plan. In a matter of minutes you can map out an entire event with completely accurate details of seating arrangements, the number of guests and equipment usage. You can also number your tables and your seats.



Increase your Productivity

Using **VENUE Smart** increases your productivity level dramatically as changes in guest numbers and additional equipment required can be loaded in minutes. Options for different seating arrangements can be presented and line of sight issues are immediately visible. **VENUE Smart** is about working smarter, not harder.

Communicating the Plan

With **VENUE Smart**, you can email or print your layouts for client sign-off. PDF files can also be created using suitable software. Venue logos and event names can be placed on the plan, allowing you to personalise each event.

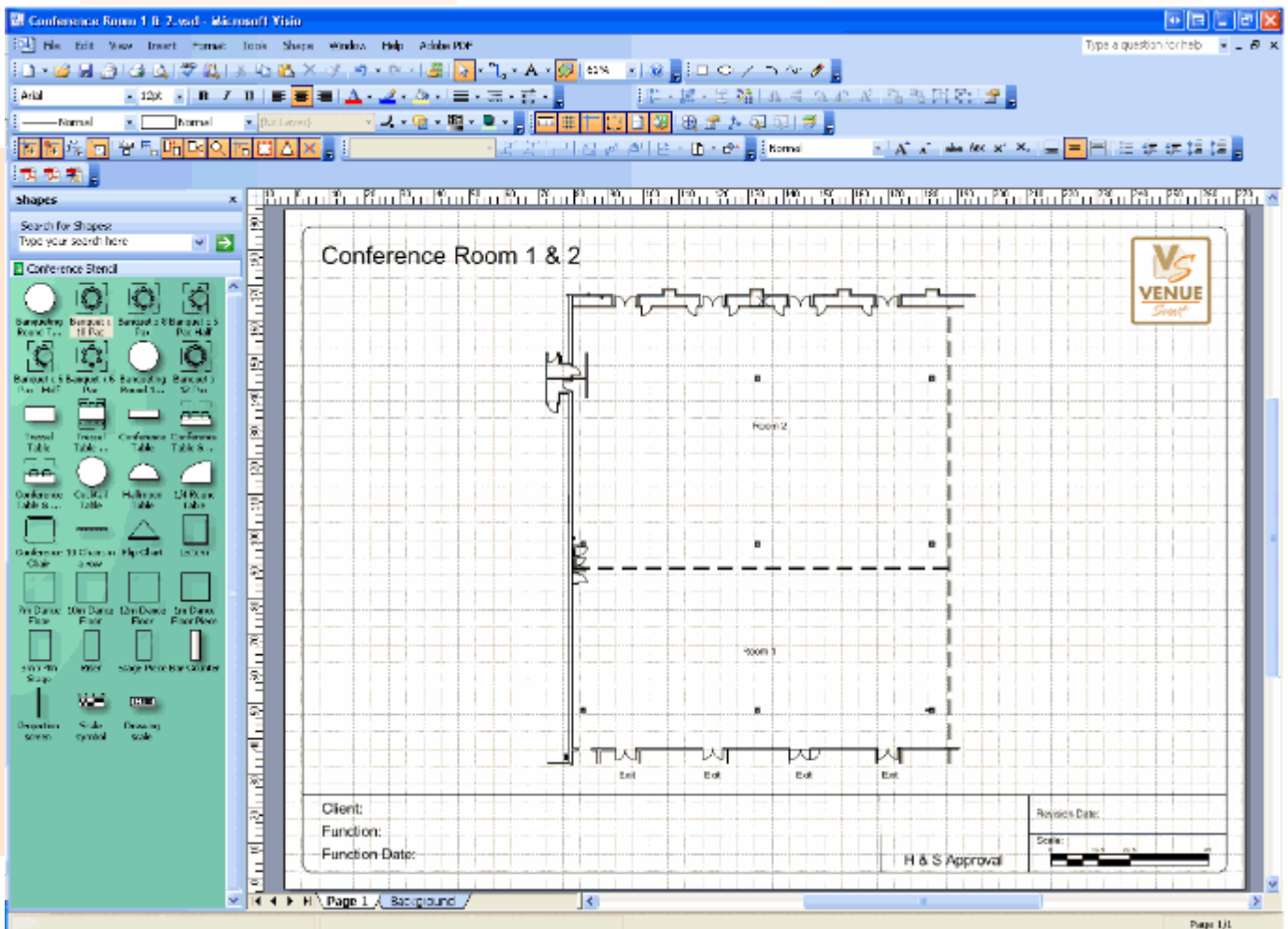
Who uses VENUE Smart

Groups and Conventions Co-ordinators, Sales Executives and their teams, Meeting Planners, Executive Secretaries, Exhibition Planners and Entertainment Co-ordinators.

VENUE Smart can be used for one room venues or large convention centres and exhibition halls, the options are endless.

Why VENUE Smart

VENUE Smart increases productivity exponentially – your conference planners will be able to produce and cost accurate plans in minutes. The more comprehensive the original information, the more effective the results. **VENUE Smart** takes the guess work out of the equation.





Operational Requirements

VENUE Smart requires Microsoft® Office Visio® (2003 and higher), Microsoft XP or later, Microsoft Windows 2000 SP3 or later, 160MB hard drive space, minimum processor Intel Pentium 233 MHz, 128MB RAM, CD ROM and SVGA Monitor.

CAD Drawings and Additional Services

CAD drawings/plans of the venues are required, however QA can assist in sourcing these drawings to the correct Visio specifications. Fact sheets and other required marketing materials, including conversion of materials for web usage can be produced as an additional service. Equipment lists with specifications are also required.

VENUE Smart is compiled and produced by **QA Holdings**

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