cvent | ACADEMY

Training Camp Workshop and Certification Catalog



CVENT ACADEMY TRAINING CAMP

Cvent Academy Training Camp is a full day of classroom-style training taking place on Monday, June 15th. As a Training Camper, you can pick and choose from workshops taking place at Beginner, Intermediate, and Advanced levels. You can choose up to a maximum of three (3) workshops in your conference agenda, accounting for 7+ hours of training customized to your unique needs.

THE TRAINING CAMP EXPERIENCE

Deep Learning

Hands-on application and real-world training scenarios provide actionable skills you can take back to your office.

Expert Speakers

Led by Cvent experts with extensive product training and understanding of our customers' use cases and needs.

Exclusive access

Reserved seating for an optimal learning experince with highly-rated content and networking with Cvent experts.

NOT SURE WHICH WORKSHOPS ARE RIGHT FOR YOU?

Take our 5-minute assessment to explore which Training Camp workshops available at Cvent CONNECT are a good fit for you. TAKE THE ASSESSMENT

Requirements:

- Must be an active Cvent
 customer with an existing
 product login by the conference
 / start date, June 15, 2020.
 - Must be able to provide your own laptop to follow along in the training workshops.
- Must be registered to attend any training workshop.
 - Must meet the training workshop requirements or you may be contacted to modify your registration or unregister.

PRODUCT KEY:



















Competitive Set Dashboard



These workshops are intended for those who are new to the Cvent platform. They are designed to introduce participants to understanding Cvent basics.



Beyond the basics, these workshops are for participants who have had previous exposure with the Cvent platform. They offer a deep-dive into product functionality and capabilities.



These workshops are for those who are experienced users of the Cvent platform. They are best suited for those who manage complex event programs.





MONDAY, JUNE 15 TH 8:30AM - 10:30AM							
SESSION TITLE	SESSION DESCRIPTION	REQUIREMENTS	RECOMMENDED FOR	PRICE	NEW	TRACK	
Mobile Event App Core Concepts	In this workshop, explore the fundamentals of executing a Mobile Event App at your events. You will learn from mobile experts the first steps in building a successful Mobile Event App, the requirements for launching, and how to handle onsite questions and troubleshooting.	Current user who has created fewer than 5 CrowdCompass events	 laptop Crowdcompass Event Center login At least one un-used event in your EventCenter account for workshop exercise 	• \$200	· NO	• NO	
Passkey Event Strategies for Organizations and CVBs	Advance your knowledge and skills on Passkey features that can be deployed to conquer unique business rules for conference, social, tradeshows, sporting events, and more.	Organizer licensee that has completed Passkey onboarding, training and is responsible for the creation of an event in Passkey including inventory and the Passkey website configuration.	Passkey user account and the completion of new customer training.	• \$200	NEW	• no	





MONDAY, JUNE 15 TH 8:30AM - 10:30AM							
SESSION TITLE	SESSION DESCRIPTION	REQUIREMENTS	RECOMMENDED FOR	PRICE	NEW	TRACK	
Cvent User Enablement for System Administrators	In this session, you will learn strategies for rolling out Cvent to a group of users. You will leave the session with the beginnings of a rollout plan to be adapted with colleagues. Topics will include: user management, Cvent best practices, training tips, governance, and accessing Cvent support resources. We will focus primarily on rollouts for your Event program.	System administrators, training leads, project managers, and others who are involved with rolling out Cvent to additional teams, departments, regions, or across their entire organization.	Laptop Event Management Log In SMM License not required	• \$200	NEW	• NO	
Introduction to Strategic Meetings Management	You understand the value of upgrading your meetings management program from notebooks and spreadsheets to a comprehensive online solution. But, if you think internal stakeholders will resist the move, don't understand the need for it, or question its usefulness, the session is for you. We'll break the big picture down to its individual components and show you how to adopt a strategic program in manageable pieces, rather than trying to roll out the entire solution. We'll also share ways you can overcome objections and tips on change management—so you can effectively "sell" your strategy internally.	Mature Event registration or sourcing clients looking to promote the business value of meetings and events internally through streamlined workflow and automation, Ideal audience has not started an SMM program with policy or technology.	Laptop Cvent Event Management login credentials with access to Meetings Management Module	• \$200	· NO	• NO	





MONDAY,	JUNE 15 TH 8:	30AM - 10:30	DAM			
SESSION TITLE	SESSION DESCRIPTION	REQUIREMENTS	RECOMMENDED FOR	PRICE	NEW	TRACK
Cvent Site & Email Designer Core Concepts	Are you hoping to take your Cvent Flex websites & emails to the next level? In this design-focused workshop, you will walk through the in's and out's of the Flex Site and Email Designer where you will learn to build a sleek, modern and responsive website, registration process, and promotional emails using our interactive interface.	Event planners and marketers new to using the Flex interface	 Laptop Event Management Log In Shell of an event created 	• \$200	NEW	• NO
Validate Event Performance and ROI with LeadCapture	Leverage Event Sponsorships and Exhibitors by providing an in-depth insights as to how you, as event planners can use and market the adoption of LeadCapture for their tradeshow halls. During this course, we will be exploring the Exhibitor Management platform, understanding the Exhibitor Portal, and seeing how your overall ROI can increase by adopting this solution suite.	Event planners who have completed at lease one Event using OnArrival	 Laptop OnArrival Premium License Completion of at least (1) OnArrival Premium event preferred 	• \$200	NEW	• no





MONDAY, JUNE 15TH 8:30AM - 1:00PM

SESSION TITLE	SESSION DESCRIPTION	REQUIREMENTS	RECOMMENDED FOR	PRICE	NEW	TRACK
Event Creation Moderate Complexity Registration	This workshop is meant for users who have used Cvent before and need guidance on their registration build. In this 4-hour hands-on workshop, you will create an event of moderate complexity with the assistance of Cvent experts. Come prepared with your event details, ready to set up and test your site while also following along in the configuration of commonly used features in a moderately complex event.	 Laptop Event Management Log In Idea of event details such as title date agenda items fees & refund policies types of registrants, and information to collect from registrant 	 Event planners experienced in using Event Management but seeking knowledge of the following moderate complexity event attributes A need to set up multiple registration items with capacities, fees & refunds. The ability to customize the registration experience by type of registrant. An option for registrants to sign up other registrants in a group or bring guests and pay for them together. 	• \$400	NEW	These workshops are series containing two or three parts
Event Creation Advanced Complexity Registration	Do you host tradeshows, symposiums & exhibitions? Due to their multipurpose objectives, these types of events require more complex registration setups that incorporate the use of several of Cvent's modules. In this 4-hour workshop, follow along in the build of those features commonly used in complex events and seek the assistance of an expert on your setup scenario. Come prepared with a shell of your event built out and your event scenarios to review with experts onsite.	Event planners experienced in using Event Management but seeking knowledge of the following advanced complexity event attributes: A multi-facet registration for different types of general attendees, exhibitors, sponsors, and others. The need for a booth staff limitations based on packages. Networking components to connect different types of attendees. Use of multiple Cvent products: Event Management, Appointments & LeadCapture.	 Laptop Event Management Log In, Cvent Appointments & LeadCapture not required but a plus, Event shell configured prior to workshop 	• \$400	NEW	• no





NEW



TRACK

MONDAY, JUNE 15TH 8:30AM - 4PM **SESSION RECOMMENDED SESSION TITLE REQUIREMENTS PRICE** DESCRIPTION



Event Creation Core Concepts

DESCRIPTION		POR		
This is a three-part workshop series perfect for beginner users. If you are new to Cvent, this is the track for you! Join us as we take you through an introduction to the Event Management solution where you will learn how to create, setup and launch your very first Cvent event. By the end of the day, you will walk away with a fully launched event template and a new found confidence in your event terminology, ability to build an agenda, how design a website and how promote and communicate your event.	Laptop Event Management Log In	Event planners new to using Event Management	• \$600	These workshops are series containing two or three parts





MONDAY,	JUNE 15 TH 11:	:00AM-1:00P	PM			
SESSION TITLE	SESSION DESCRIPTION	REQUIREMENTS	RECOMMENDED FOR	PRICE	NEW	TRACK
Leverage Passkey and Event Management Successfully	Learn how to prepare yourself for a Passkey housing event build, walk through the necessary steps to prepare for go-live and learn what elements of registration may impact room reservations.	Event professionals who are responsible for housing modules and registration using Passkey and Event Management.	 Passkey user account and the completion of new customer training Event Management Log In 	• \$200	NEW	· NO
Enhance the Attendee Mobile Event App Experience	If you are looking to become your organization's mobile expert, join us for a workshop that will focus on utilizing CrowdCompass to the fullest. Our Mobile Experts will take you full circle as a CrowdCompass user and walk you through our most advanced features to help you increase adoption and engagement onsite! You will learn how to improve the attendee experience by leveraging audience engagement, advanced schedule configuration and more!	Current user who has created more than 5 CrowdCompass events	Laptop CrowdCompass Event Center Log In	• \$200	• NO	·NO





MONDAY,	MONDAY, JUNE 15 TH 11:00AM-1:00PM							
SESSION TITLE	SESSION DESCRIPTION	REQUIREMENTS	RECOMMENDED FOR	PRICE	NEW	TRACK		
Passkey Integrations for Organizations and CVBs	An in-depth look at registration APIs and how they can be used to connect registration to housing. Learn the impact to your housing event, how to facilitate set up and how to manage data that is tied or not tied to registration. In addition you will learn about the processes that integrated and non-integrated hotels utilize with Passkey events, how to manage room data delivery and confidently talk to your hotel partners about the connectivity.	Organizer licensee that has completed Passkey onboarding, training and is responsible for the creation of an event in Passkey including inventory and the Passkey website configuration.	Passkey user account and the completion of new customer training.	• \$200	NEW	· NO		
Event Promotion & Invitee Management	You've created, tested and launched your event. What's next? From marketing and promoting your newly launched event to managing registrations in real time, this workshop will teach you all you need to know. Learn different methods for getting the word out about your event, how to solve commonly encountered registrant scenarios, and settings that can make your day-to-day management even easier.	Event planners and marketers with previous experience and training on the Event platform	 Laptop Event Management Log In Event already configured and launched 	• \$200	NEW	· NO		





MONDAY,	MONDAY, JUNE 15 TH 11:00AM-1:00PM							
SESSION TITLE	SESSION DESCRIPTION	REQUIREMENTS	RECOMMENDED FOR	PRICE	NEW	TRACK		
Optimize Your Strategic Meetings Management Program	You have rolled out your Strategic Meetings Management program to your organization. If you're still doing some of your tasks manually and you're wondering what else Cvent can do for you, then this course is a must. It's time to take the next steps and expand the use of Cvent within your organization. Objective: We'll show you the benefits of setting up an effective, scalable budget, adding approval processes and other complex items to your workflow, efficiently sourcing your events in Cvent and setting up KPI's for both internal stakeholders and third parties that you work with. We'll discuss the strategy behind setting these tools up and rolling them out. Not just the what and how, but the why and when. These tools all work together to make your workflow smooth and to streamline many functions that may now be handled manually outside of Cvent	Users that have completed the Introduction to Strategic Meetings Management Course or users that have already rolled out Cvent within their organization	Laptop Cvent Event Management login credentials with access to Meetings Management Module	• \$200	NEW	· NO		
Introduction to OnArrival Onsite Engagement Solutions	Welcome to the world of OnArrival! This workshop serves as an introduction the simplicity of using the OnArrival Solutions suite by walking through the OnArrival Application and applying the software to real- life event planner scenarios. Throughout this course, you will take a deep dive look into the Cvent Backend, the OnArrival Platform and learn how to adapt these new technologies to you personal events.	Event planners who have not completed more than 1 event using OnArrival Premium	Laptop Event Management Log In OnArrival Basic License	• \$200	·NO	• NO		





MONDAY, JUNE 15 TH 2:00PM-4:00PM								
SESSION TITLE	SESSION DESCRIPTION	REQUIREMENTS	RECOMMENDED FOR	PRICE	NEW	TRACK		
Event Diagramming to Enhance Attendee Experience	This workshop will provide planners with the opportunity to deep dive into how they can utilize the Social Tables diagramming and attendee management tools to organize and execute seamless events. For diagramming, we will cover how to access floor plans through the Cvent Supplier Network, in order to diagram in the actual event space. From there, once the diagram is built, we will take our Cvent registration report and seat guests at tables, manage meal choices and dietary restrictions, and create a detailed seating chart for day-of.	Event planners who require seating assignments and guest list management for their small to largescale events (galas, dinners, receptions, etc.)	Laptop Social Tables Log In Sample Guest List File	• \$200	NEW	· NO		
Prepare for the Cvent Product Evolution	Are you READY!? Learn how to proactively prepare for coming feature releases impacting your users and organization as our legacy products evolve in 2020. Learn the value and the future for each module, your resources for transitioning, key considerations, and critical impact. We are focusing on Access Portal, New Standard Registration, New Meeting Request Form, and New Reports.	 A system administrator, key stakeholder/Executive Sponsor, or a power user looking to understand: What is involved in transitioning to our latest product releases. Strategies and best practices for transitioning to mitigate the change management for your users and stakeholders. 	 Laptop Cvent Event login credentials useful but not mandatory 	• \$200	NEW	• NO		





MONDAY,	MONDAY, JUNE 15 TH 2:00PM-4:00PM								
SESSION TITLE	SESSION DESCRIPTION	REQUIREMENTS	RECOMMENDED FOR	PRICE	NEW	TRACK			
Introduction to Self Service Check-In Solution	Cvent's Event in a Box provides all the equipment you need to quickly check attendees in and print name badges on-demand for a streamlined event experience. During this workshop, we will walk you through hardware setup and hands on activities to create name badges while applying best practices.	• Event professionals with events of up to 500 attendees and looking to streamline their onsite registration, check-in, and/or badging process	Event Management Log In	• \$200	• No	· NO			
Elevate the Attendee Experience Using Cvent Core Solutions	Learn how to master Cvent's three core products to build better, more engaging live events. In this workshop you will learn to make the most out of Cvent's three core products: Event Registration, OnArrival and CrowdCompass, learn how the interdependencies between the solutions work and take away best practices for seamless configuration and management.	 Current user who has experience in two products Event Management and either CrowdCompass or OnArrival 	Laptop Event Management Log In and at least one of either CrowdCompass or OnArrival.	• \$200	· NO	· NO			





MONDAY, JUNE 15 TH 2:00PM-4:00PM							
SESSION TITLE	SESSION DESCRIPTION	REQUIREMENTS	RECOMMENDED FOR	PRICE	NEW	TRACK	
Advancements in Passkey Booking Features for Organizations and CVBs	Review of all Passkey booking options with an opportunity to improve your skills on features and functions that have changed or improved. By the end of this session, you'll understand how and why to use each to maximize efficiency while delivering a great attendee experience	Organizer licensee that has completed Passkey onboarding, training and is responsible for the creation of an event in Passkey including inventory and the Passkey website configuration.	Passkey user account and the completion of new customer training.	• \$200	NEW	• NO	
Maximize Onsite Engagement & Badge Design with OnArrival	Looking to take your event's onsite experience to the next level? This advanced session serves as the inside look to leveraging the application you already know and love. Travel deep into the simplicity of OnArrival. During this course, we will take the Cvent Event Management tool and the OnArrival Application hand in hand, understanding how the two platforms work together. Learn how to expertly design your badges, adopt new features, and get an inside look into maximizing your attendee experience.	Users who have completed at least (1) event using OnArrival Premium.	 Laptop Cvent Login Cvent OnArrival Premium License 	• \$200	· NO	·NO	





SESSION TITLE	SESSION DESCRIPTION	REQUIREMENTS	RECOMMENDED FOR	PRICE	NEW	TRACK
Event Reporting Essentials	This reporting workshop will be entirely hands-on to allow for users to learn to manage important event data in the ways that make sense for you and your organization. Need to share reports with key stakeholders or your travel team? Or look at reporting year over year? In this workshop, you will not only learn how to run and create event-level reports but will also deep dive into our new portals, crossevent reporting, and tips on analyzing event feedback.	Event planners with previous experience and training on the Event platform	Event Management Log In	• \$200	NEW	·NO
Advanced Platform Reporting	This course will educate you on key reporting capabilities in Cvent and how to identify data trends to tell your organization's story. Topics will include new cross-event reporting, admin reports, suggested account metrics, publishing and evaluating your data, reporting automation, trends analysis and Cvent best practices.	System administrators/ program managers who are responsible for reporting metrics/ key performance indicators to stakeholders.	 Attendees are required to bring their laptops have basic knowledge of Cvent reporting have system administrator user role. (Meetings Management module customers preferred or be utilizing multiple modules ex. Event, sourcing, budget.) 	• \$200	NEW	·NO





MONDAY, JUNE 15 TH 2:00PM-4:00PM						
SESSION TITLE	SESSION DESCRIPTION	REQUIREMENTS	RECOMMENDED FOR	PRICE	NEW	TRACK
Event Diagramming to Enhance Attendee Experience	This workshop will provide planners with the opportunity to deep dive into how they can utilize the Social Tables diagramming and attendee management tools to organize and execute seamless events. For diagramming, we will cover how to access floor plans through the Cvent Supplier Network, in order to diagram in the actual event space. From there, once the diagram is built, we will take our Cvent registration report and seat guests at tables, manage meal choices and dietary restrictions, and create a detailed seating chart for day-of.	Event planners who require seating assignments and guest list management for their small to large-scale events (galas, dinners, receptions, etc.)	Social Tables Log In Sample Guest List File	• \$200	NEW	· NO

CVENT ACADEMY CERTIFICATIONS

Cvent Academy Certifications are taking place on Monday, July 15th and Wednesday, July 17th allowing customers to demonstrate their knowledge of product expertise. Cvent Academy certifications are offered online year-round, but the Cvent CONNECT experience brings additional benefits and takes it to the next level. You can add a Cvent Academy certification to your registration and pick which session is best for you based on your product usage and level of expertise.

THE CERTIFICATION EXPERIENCE

Cost Saving

Save up to 50% on your certification exam fees when adding to your Cvent CONNECT agenda.

Expert Q&A

Cvent expert-led review sessions before the exam to get all your questions answered and peer-to-peer networking.

Industry recognition

Celebrate your achievment with your peerrs at the largest meetings and events industry conference.

Requirements:

- Must be an active Cvent customer with an existing product login by the conference start date, June 15, 2020.
 - Must be able to provide your own laptop to take the exam during the certification sessions.
- Must be registered to attend the certification sessions.
- Must meet the certification requirements or you may be contacted to modify your registration or unregister.

EVENT PROFESSIONAL CERTIFICATIONS

WEDNESDAY, JUNE 17TH **SESSION RECOMMENDED** SESSION TITLE **REQUIREMENTS PRICE DESCRIPTION FOR** • \$150 This session will review Active Cvent users familiar Laptop cvent CERTIFIED the features and resources Cvent Event with creating and promoting • Full Price: EVENT MANAGEMENT available in the Event Management Log In an event in the Event \$295 **Cvent Event** Management solution Management solution. Has that are outlined in the completed Event Creation Management **Event Management** Core Concepts training or Certification Certification Prep Guide. equivalent training and/or By getting certified in experience. Event Management, you are demonstrating your knowledge and skills to create, configure, and promote an event and leverage reporting features efficiently in Cvent.

EVENT PROFESSIONAL CERTIFICATIONS

WEDNESDAY, JUNE 17TH **SESSION RECOMMENDED SESSION TITLE REQUIREMENTS PRICE DESCRIPTION FOR** • \$250 This session will review Active Cvent users with Laptop cvent | CERTIFIED the features and resources Cvent Event proficient experience creating, • Full Price: available in the Event Management Log In managing and promoting \$395 **Cvent Event** Management solution multiple events in the Event that are outlined in the Management solution. Management **Event Management** Advanced Certification Prep Guide. Certification By getting certified in Event Management, you are demonstrating your knowledge and skills to create, configure, and promote an event and leverage reporting features efficiently in Cvent.

EVENT PROFESSIONAL CERTIFICATIONS

WEDNESDAY, JUNE 17TH **SESSION RECOMMENDED SESSION TITLE REQUIREMENTS PRICE DESCRIPTION FOR** Active CrowdCompass • \$150 This session will review Laptop cvent | CERTIFIED • CrowdCompass Log In the features and resources users with proficient • Full Price: available in CrowdCompass experience creating and \$295 **Cvent Mobile** by Cvent that are outlined managing an event using the in the Mobile Event App CrowdCompass EventCenter. **Event App** Certification Prep Guide. By Certification getting certified, you are demonstrating your skills to create, configure and manage a mobile event app using the CrowdCompass EventCenter, promote the mobile app and send promotions to download the mobile app, and utilize reporting to monitor adoption.