GEVME Onsite Services

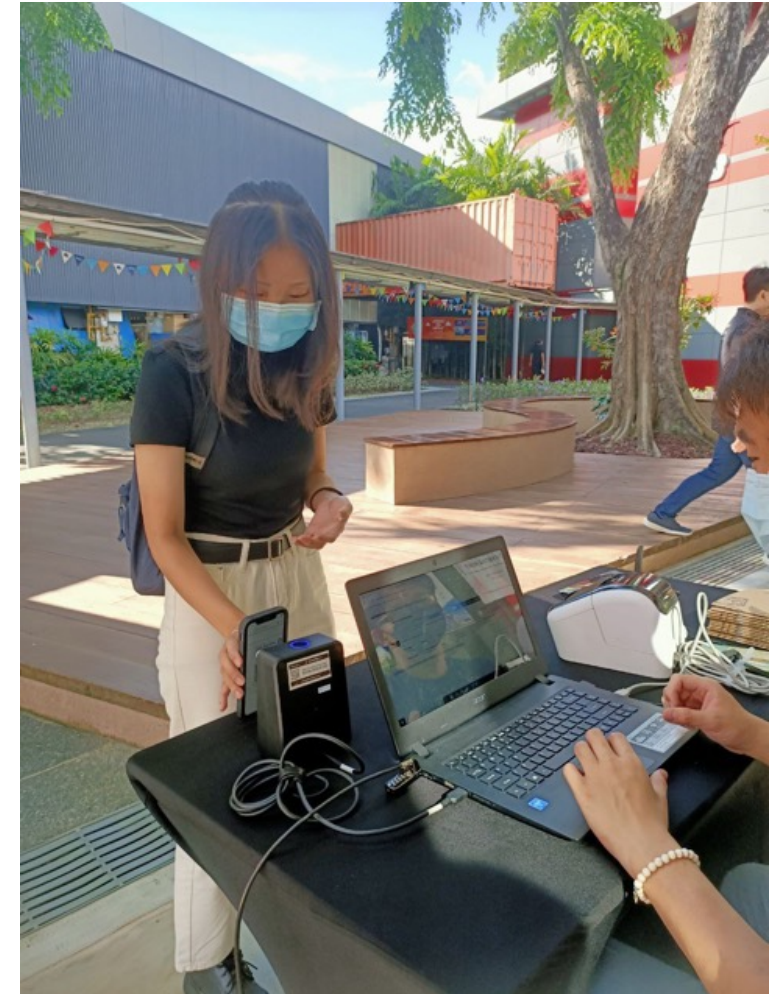# GEVME Onsite Services

Models S Kiosks Components

➢ **The Model S Kiosk is made up of a display screen, a base structure, a scanner, a printer and a mini PC which is the brain that is communicating with the GEVME systems and the printer via a print server**

➢ **It also allows 2 printing options: paper badge and sticker label and the same check-in option if no badge printing is required**

➢ **The Model S kiosk is a self service/touch-less kiosk and upon successful scanning of the valid QR code, the attendee is checked in and the badge/label will be automatically printed**

➢ **The kiosk is equipped with the onsite check-in system which is integrated with our registration platform GEVME Registration and our virtual platform GEVME Virtual**

➢ **Analytics dashboard and reports for monitoring attendance**

➢ **Customised branding option on the kiosk's base structure and the display screen**

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Premium Counters

➤ **The Premium Counter is made up of a laptop, a scanner and a printer**

➤ **It has the same 2 printing options and the same check-in option if no badge printing is required with the same dashboard for monitoring attendance**

➤ **The Premium Counter, however, can be in self service mode like the Model S kiosk be in self service mode like the Model S kiosk or it can be set to assisted mode. In assisted mode, when the attendee scan the QR code, the counter staff will have to click on the check in button to check in the attendee and the badge/label will be automatically printed. Attendees can also be checked in by searching for their names in the system under assisted mode.**

➤ **The assisted mode is useful when there is additional info to be communicated to the attendee, e.g. issuing of dietary tent cards for meals**

➤ **The Premium Counter is also deployed as Help Desk to compliment the Model S Kiosk to handle situations like walk-ins, attendee did not receive confirmation QR code, etc.**

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Onsite Setup Requirement

➢ **For Model S Kiosk, only 1 power point is required per kiosk.**

➢ **For Premium Counters, at least 1 power point per counter, will prefer at least 2 power points per counter if possible**

➢ **LAN line is highly recommended. Else, will require a dedicated Wifi network**

➢ **Router will be provided (if not using venue Wi-fi and is chargeable)**

➢ **Floor plan to be provided pre-event and will be present during site inspection, if necessary**

➢ **Recommendations based on kiosk capacity: 100 attendees per kiosk**

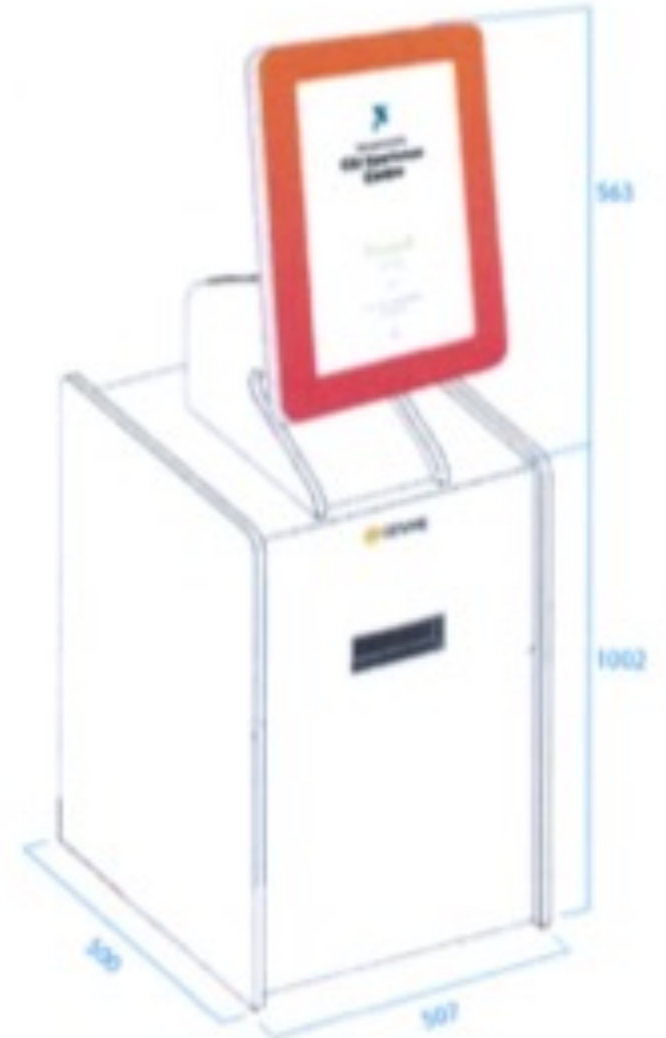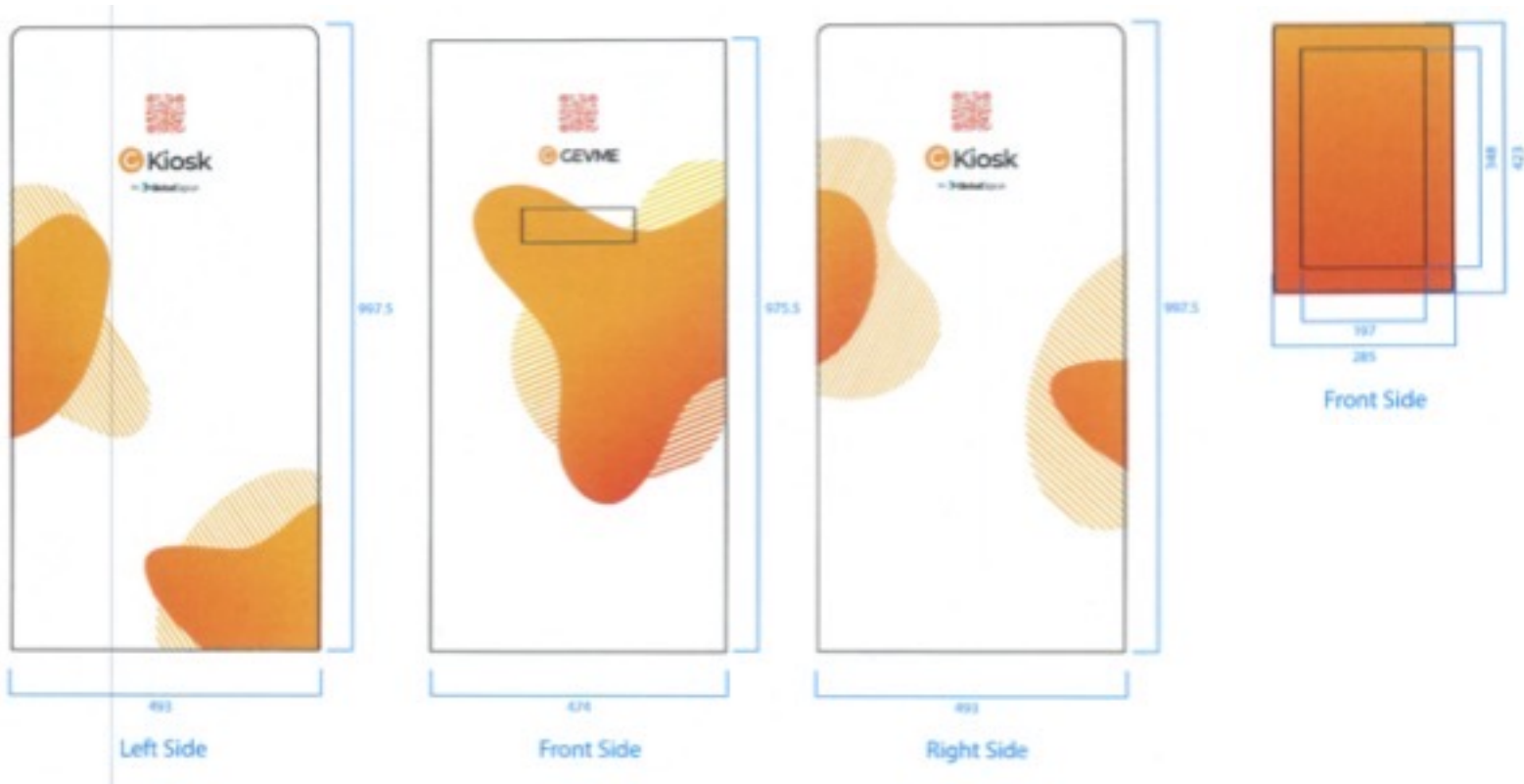➢ **For Model S Kiosk, the size for the background image for the display screen is 1080X1920 px.**

Back view:
only 1 power point is required.

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Dimension of Model S Kiosk

Dimension for magnetic stickers for custom branding

Left Side

Front Side

Right Side

Front Side

Dimension of kiosk for space planning

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Paper badge Design

Recommended size of badge: 90 x 135 mm
Recommended paper: 250 GSM
Plastic pouch size available for paper badge of 90 x 135 mm only

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Graphics (event ID/KV/Banner) should be pre-printed else it will take too long to print onsite as colour printing take a much longer time.
Will need the graphics file for us to pre-print.
Preferably 3 weeks leadtime.

These are data to be retrieved from registration database, including the QR code.

The colour bar can be customized according to the data in the registration form which in this example, we are using the ticket type 'Crew'.
It can be any other data so long as the data is in the registration data and set as 'Radio button'. Or ticket type in this case.
We will need the Hex code of the colour to be printed. This colour need not be in the registration data.

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**Paper badge Design
- Examples**

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Paper badge Design – with slot for lanyard
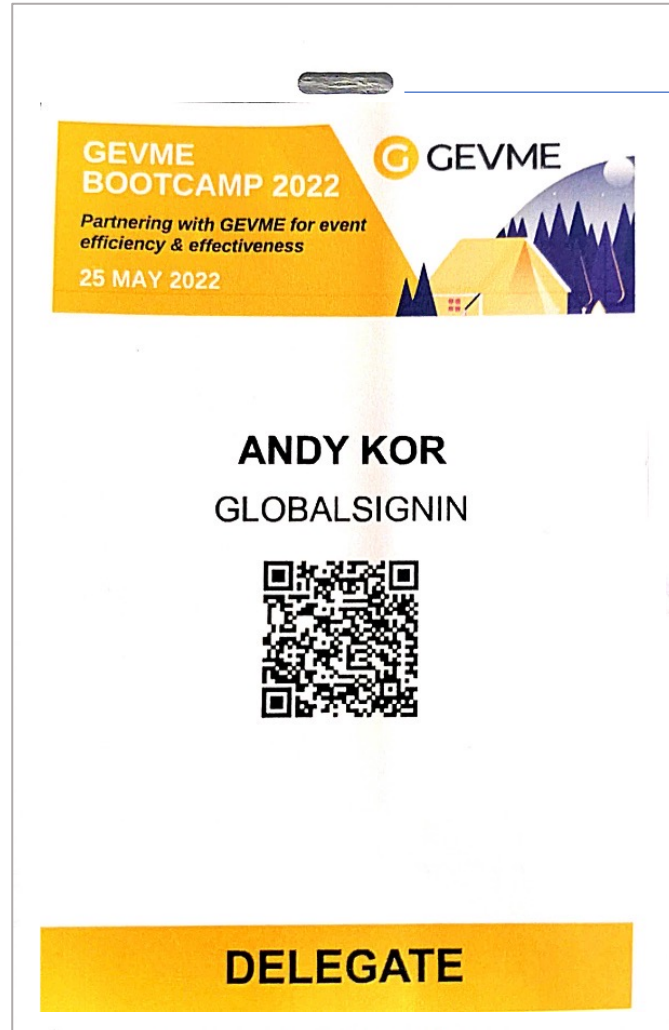
10 mm from top edge of the badge

➢ For paper badges, there is an option of using Teslin paper (thickness: 0.254 mm) which is synthetic and biodegradable and thus a more sustainable option.

➢ As the Teslin paper is also splash proof, it eliminates the need for plastic pouches.

➢ However, since there is no plastic pouch, there is a need to cater for the space for the slot/hole to be punched for the lanyard to clip on.

➢ The slots/holes can be a single slot/hole in the middle likr in the example on the left or 2 slots/holes on top, depending on the type of lanyard.

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Sticker Label Design

- ➤ **The sticker label width is 62 mm and the height is dependent on the information to be printed on the label**

- ➤ **Event name and information like First Name, Last Name, QR code, etc., are retrieved from the registration data**

- ➤ **Complicated designs are not recommended as the space is quite small**

Width of sticker: 62 mm (fixed)
Height: dependent on the information to be printed on the label

[Free] Celebrations/ Workshops/ Exhibition & Fairs/ Gatherings/ Arts & Culture/ Dialogues & Talks/ Competition

1024
CLEMENT JIA
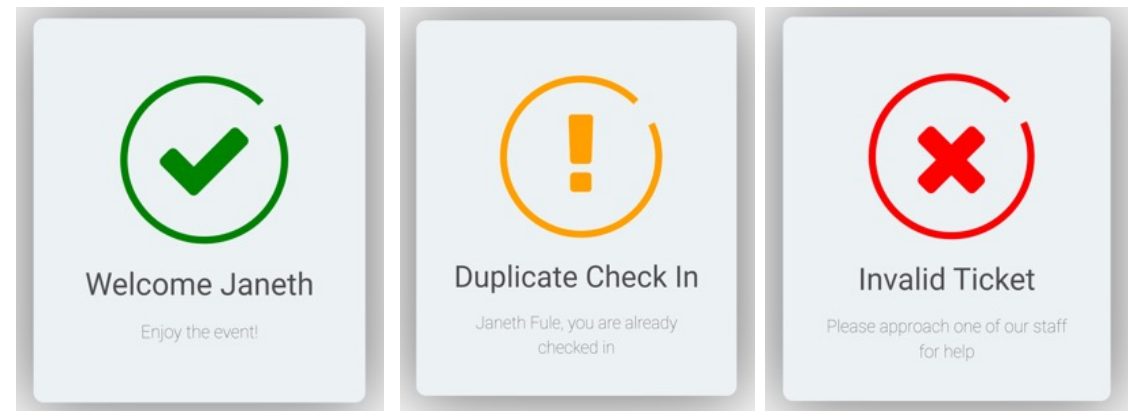WEI BONG

62 mm

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Access Control

➤ **Access control can be set in the backend to control the attendance and badge printing based on the following:**
1. Ticket type or category/type of attendee
2. The sessions allocated/selected/purchased
(Sessions can be breakout sessions or we can treat each day as a session)
3. RSVP Yes/No
4. Order completed / Pending Payment
5. Any other data field available in the backend but it must be a single option field, i.e., radio buttons

➤ **When an attendee check in, a message will be displayed on the screen (for self service mode) based on the 3 following conditions:**
1. Successful check in
2. Duplicate check in
3. Invalid check in
**The duration that the check in message and icon will appear is set to 4 seconds by default but is customisable**
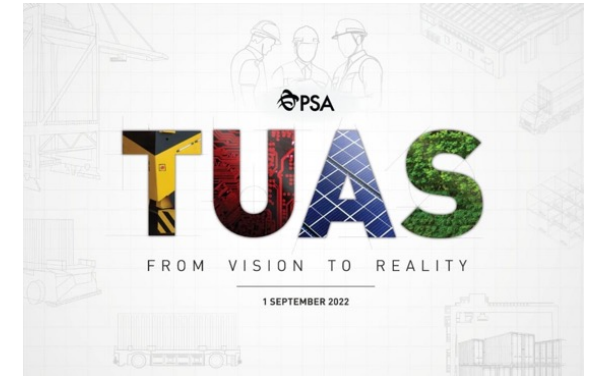**The message can be customised but not the icon**

✓ **Welcome Janeth**
Enjoy the event!

! **Duplicate Check In**
Janeth Fule, you are already checked in

✗ **Invalid Ticket**
Please approach one of our staff for help

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Other pre-event requirements

➢ **Floor plan – this is mainly to determine the location of the power points for each self service kiosks/assisted counters and also whether there is a need to provide more routers if the kiosks/counters are too far apart**

➢ **Admin access to GEVME backend – the onsite team need admin access to the GEVME backend to access the onsite module to perform the necessary setups**

➢ **For the self service kiosks, the background image can be customised and the size of this background image is 1080 X 1920 px**

➢ **For the premium counters, the size of the background image is 1920 x 1080 px**

➢ **Check-in onsite without any badge printing can also be done on mobile phones for both Android and iOS. Pre-event configuration is required**

Premium Counters Background Image 1920 x 1080 px
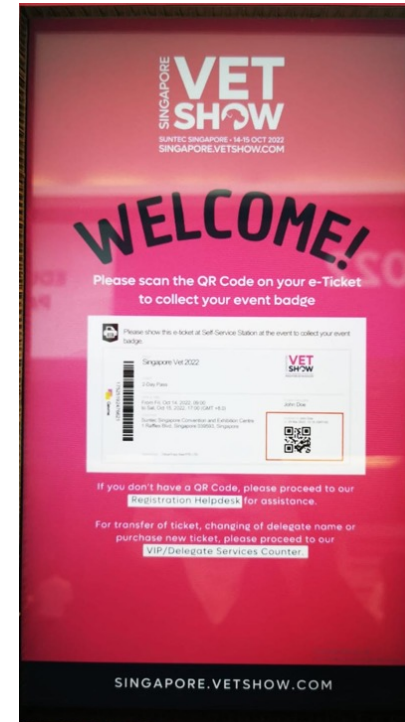
Self Service Kiosks Background Image 1080 x 1920 px

Thank you.