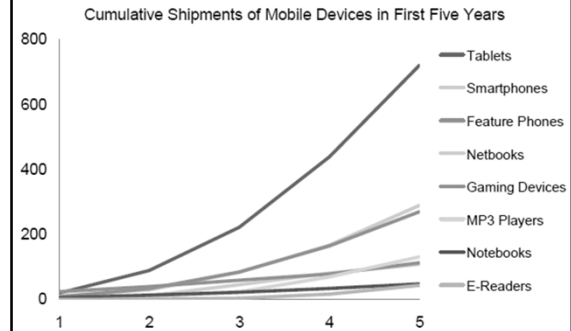


## A Paperless Conference Binder and New Applications for Events



Course notes: [corbinball.com/assets/tablet-mpincc.pdf](http://corbinball.com/assets/tablet-mpincc.pdf)

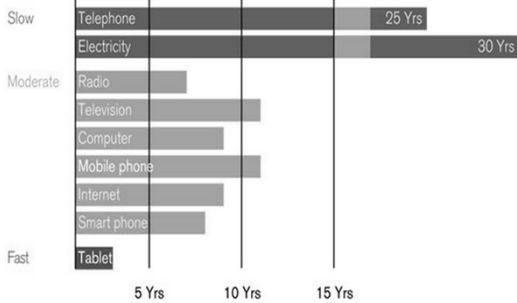
## Tablets Are the Fastest Ramping Mobile Device



Source: Gartner, IDC, Company Data, Morgan Stanley Research  
*Decisive Asset Mgmt. October 2013*

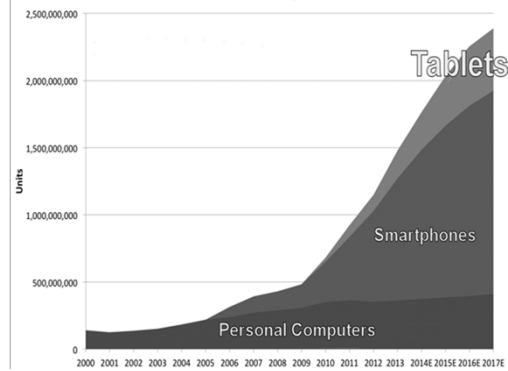
## U.S. Technology Adoption Rates

Time from consumer availability to 10% penetration:



MIT Technology Today

## Global Internet Device Shipments Forecast



Business Insider, Aug. 2013

# benefits

- Large, high resolution screen
- Light
- Instant on
- Intuitive
- GPS capable
- Thousands of free apps

## Event Tablet Uses:

- Destination and venue sales
- Interactive event programs
- Interactive tradeshow guides
- Attendee onsite assistance
- Kiosks
- Attendee engagement/polling
- Lead exchange
- Paperless binders

### Destination and Center Sales:

- [tourismvancouver.com](http://tourismvancouver.com)
- [heathmanhotel.com](http://heathmanhotel.com)
- [logiclink.com](http://logiclink.com)
- [ipub.si](http://ipub.si)
- [massconvention.com](http://massconvention.com)



### Literature Distribution

[nomadicdisplay.com](http://nomadicdisplay.com)



### Site Inspection:

- [evernote.com](http://evernote.com)
- [floorplanner.com/magicplan](http://floorplanner.com/magicplan)
- [speedtest.net](http://speedtest.net)
- [techspec.quickmobile.mobi](http://techspec.quickmobile.mobi)



### Paperless Event Binders

[dropbox.com](http://dropbox.com)  
[apple.com/iwork/pages/](http://apple.com/iwork/pages/)  
[apple.com/iwork \(numbers\)](http://apple.com/iwork)  
[bytesquared.com/product/office/ipad](http://bytesquared.com/product/office/ipad)  
[paperportnotes.com](http://paperportnotes.com)  
[goodiware.com/goodreader.html](http://goodiware.com/goodreader.html)  
[onenote.com](http://onenote.com)  
[eventdawn.com](http://eventdawn.com)  
[asana.com](http://asana.com)  
[podio.com](http://podio.com)  
[cocoabox.com/penultimate](http://cocoabox.com/penultimate)  
[nuancemobilelife.com/apps/dragon-dictation](http://nuancemobilelife.com/apps/dragon-dictation)

### Paperless Event Binders

#### Survey:

Carling Dinkler III Owner, CustomConvention

Dell has a tablet that you can load Windows 8 and have all you need for files , paperless and everything a desk top can do is here.



### Paperless Event Binders

Dana L. Tilghman, CTSM, CMP

**Strategic Meetings & Events Manager**

- I love Dropbox. I can store all my event folders and forms in one location.
- I use the Hotspot on my mobile phone for Wi-Fi in the event I'm in a location where it is not accessible



## Paperless Event Binders

### Da'Vida Sonnier

Marketing Coordinator, Manatt, Phelps & Phillips, LLP

- I create a PDF with bookmarks.
- Save the file in the Adobe Reader app on my iPad.
- I uploaded the excel files (travel manifest and leisure activities registration list) and word docs for the event timeline to Google Drive in case I needed to make any changes.
- You need Wi-Fi access for GD



## Paperless Event Binders

### Survey:

### Julie Holtgrave, CMP



- We use google drive/google docs extensively for collaboration.
- I-annotate for PDF edits/conversions.
- Our iPads only function with the use of Wi-Fi. Recommend purchase a cell service as back-up.
- Changes can be made in real time.
- We transitioned slowly...1-2 people at a time while the rest carried the binders.

## Paperless Event Binders

### Trina Armstrong

Director of Meetings, American Society for Cell Bi



- We use neu.annotate + and drop box on our iPads.
- neu.annotate+ allows us to make changes on the document itself and send it to those who need the information.
- All of our vendors and hoteliers receive their own individual electronic binders.
- A lot of work, but is worth it for a smooth seamless meeting as everyone has the same basic information.
- It works very well except when there is no Wi-Fi connection. So, we always keep one set of back up paper binders just in case.
- Binders go out six weeks in advance of the meeting date.

## Paperless Event Binders

### Trish McAlister, CMP, Manager of Meetings at NCEES



- I build my e-book similar to how I built my binder.
- I export all the meeting specs from that into a one-event-per-page format that I save as a PDF. Each piece of the event has its own unique ID. Then I add in things like diagrams and any additional details (maps, copies of fliers, etc for reference).
- Header pages go in the front that contain things like contact info sheets, VIP flight info, staffing schedules, etc. Then contracts are referenced in the back.
- Then I load the final on my tablet and all of the staff computers and tablets, and email it to the facilities, AV company, and other vendors.
- It's also easy to send out replacement pages with changes by referencing the unique ID (rather than a page number).

## Paperless Event Binders

### Jocelyn Ma

Events Professional at JobsCentral Group

- Using Samsung Tablet and Dropbox.
- We can have the most updated version whenever we go when we make the changes.
- Everything is in colour, especially the visuals we need to have. Save the fuss of printing it in colour.
- Dropbox also allows sharing of the folder with our team mates and to keep all files updated at any time.



## Paperless Event Binders

### Mitchell Biersner, CMP

Event Planner, American Society of Radiologic Technologists

- I have an iPad and our office has been using DropBox and iAnnotate.
- One thing to think about as well, if using DropBox, is how you name your files. If a file name is too long, it will only display the first few characters.
- I also recommend a fantastic shoulder/hand strap carrying-case for my iPad - the Griffin AirStrap Med



## Paperless Event Binders

### Specialized Apps:

**Sara Schnack**

**Sr. Meeting Planner and Owner of OnSite**

- I've been using my new app OnSite Assistant while on site at meetings.
- I store everything from the agenda to hotel floor plan to BEO's on my mobile app. I also use the beverage tracker and numbers served functions in the application to track my meeting history for next year.



## Paperless Event Binders

### Specialized Apps:

**Richard Reid, Vice President, Digital Services at Freeman**

- The Freeman Company developed an iPad app to help Event Manager organize and manage their meeting materials
- The app provides access to a "free-form" content management system that stores all of the user's documents locally and can also be linked to a user's Dropbox account.
- Content can also be shared between users.
- Because SIGHTLINE is also integrated with Freeman's PRESENTATION MANAGEMENT system, the app provides visibility into meeting rooms, access to real-time speaker and session statuses and information, and management of presentation-related tasks.



## Paperless Event Binders

### 3 steps:

- A. PDF conversion**
- B. Cloud storage (optional)**
- C. PDF readers/annotators**

## A. PDF Conversion

- **PDF is the cross-platform document standard – great with tablets.**
- **Locks formatting.**
- **Conversion is easy.**



## B. Cloud Storage



## C: PDF Annotation Tools



## Paperless Conference Binders

**gDOC:**

**Free 10-binder offer:  
store.gdoc.com/voucher  
Voucher code: CORBINBALL**

**Fully tablet enabled  
\$10 for 10 binders**

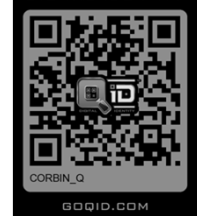
## Resources:

**Corbin's Favorites File  
corbinball.com/bookmarks**

**Corbin's Article Database  
corbinball.com/art**

**Corbin's TechTalk Newsletter  
corbinball.com/techtalk**

**Course notes:  
corbinball.com/assets/tablet-mpincc.pdf**



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# THANKS

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**Pinterest:** pinterest.com/corbinball



### Course notes:

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Corbin Ball, CMP is an international speaker, consultant and writer helping clients worldwide use technology to save time and improve productivity. With 20 years of experience running international technology meetings, he now is a highly acclaimed speaker with the ability to make complex subjects understandable and fun. His articles have appeared in hundreds of national and international publications and has been quoted in the New York Times, the Wall Street Journal, Fast Company Magazine and numerous other publications. Corbin serves or has served on many hotel, corporate and association boards. He is the only person to receive both MPI's International Supplier of the Year and MPI's International Chapter Leader of the Year awards. Corbin has been named in 2012 as one of "The 25 Most Influential People in the Meetings Industry" by Successful Meetings Magazine, the 5<sup>th</sup> time he has received this award.

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