

REQUISITION for Delegate Registration GI Awards

TIA is looking to appoint a Service provider to manage the Check-In and Registration of Delegates at the GI Awards

Event Details:

Date	27 November 2025
Venue	Gauteng-To be confirmed
Time	17h00

The Service Provider will be required to:

1. Purpose / Objective

- To provide a digital system that manages event registration, attendee check-in, and check-out efficiently.
- The goal is to ensure smooth attendee tracking, accurate data collection, and faster on-site processing.

2. Scope of Work

The service provider or system should handle the full event registration process, including:

- **Pre-event online registration**
- Set up a branded, mobile-responsive online registration portal.
- Customize registration fields to capture:
- Personal details (Name, Surname, Job Title, Company) · Contact information (Email, Mobile Number - POPIA compliant) · Dietary requirements (e.g., Halaal, Vegetarian, Vegan, Gluten-free).
- Provide automated confirmation emails and e-tickets upon successful registration
- On-site check-in and check-out
- Real-time attendance monitoring
- Data capturing and reporting

3. Functional Requirements

The system must allow:

1. **Online Registration:**
 - Attendees can pre-register using an online form.
 - Automatic confirmation email or ticket after registration.
2. **On-Site Check-In / Check-Out:**
 - QR code or barcode scanning for fast check-in and check-out.
 - Manual check-in option for walk-ins.
3. **Admin Dashboard:**
 - Real-time view of attendees checked in/out.

- Exportable attendance report (Excel/PDF).

4. **Notifications:**

- Send automated SMS or email confirmations.

5. **Technical Specifications**

- Platform: Web-based (accessible on tablet, phone, or laptop).
- Connectivity: Works online with offline backup capability.
- Data Storage: Secure cloud storage with encrypted attendee data.
- Hardware (if required): QR scanners, tablets, and printers.

6. **Performance Requirements**

- System must handle up to 300 attendees simultaneously.
- Check-in should take less than 5 seconds per attendee.
- 99% uptime during event period.

7. **Deliverables**

- Fully functional event registration and check-in system.
- Admin dashboard with exportable reports.
- Tested and seamless registration process/system
- Technical support during event.

8. **Timeline**

- System setup: 27 November 2025
- Testing onsite: 27 November 2025
- Time: 17h00

9. **Responsibilities**

- Service Provider: System setup, support, and data reporting.
- Client: Provide event details, attendee list, and logistics access.