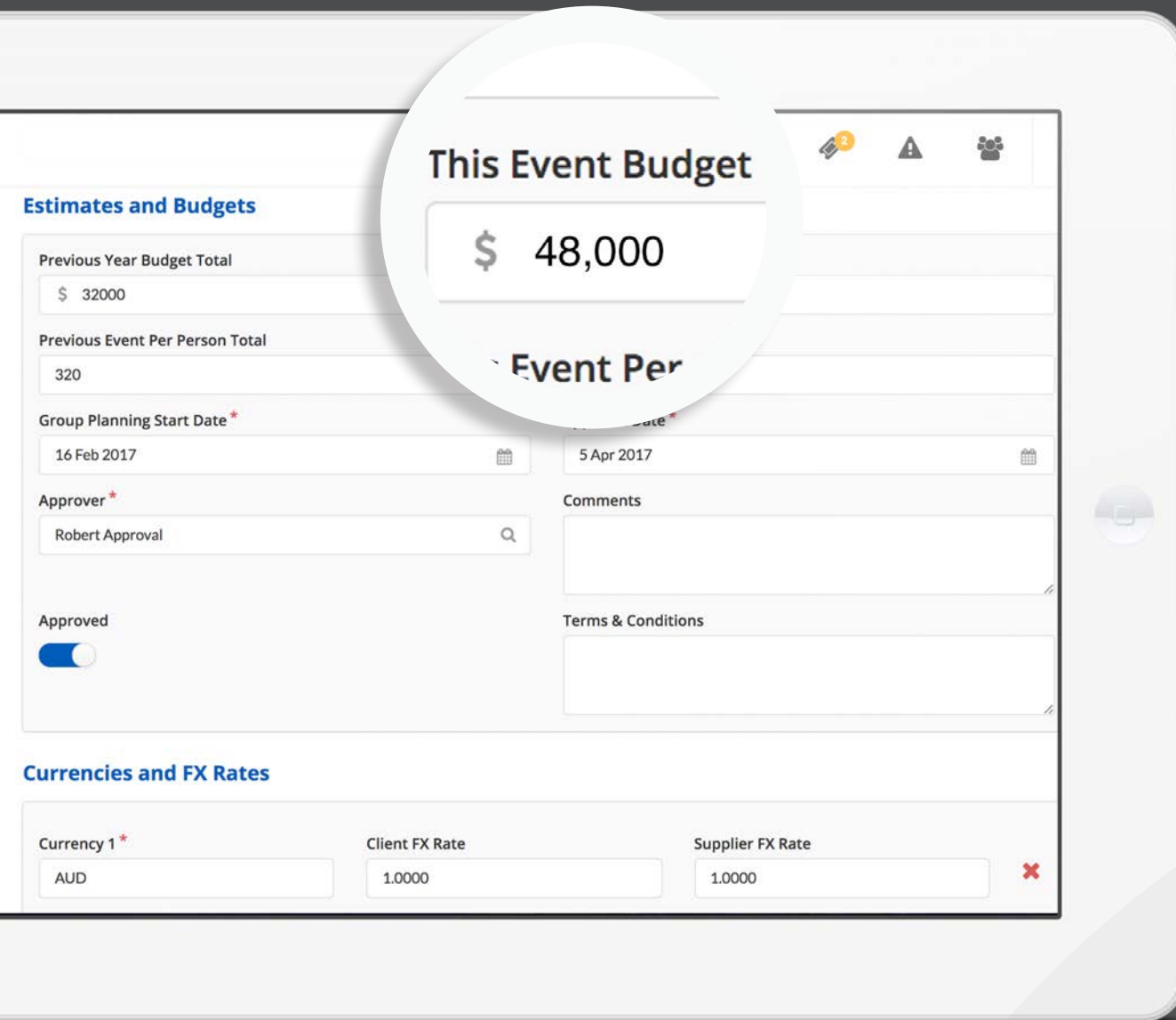


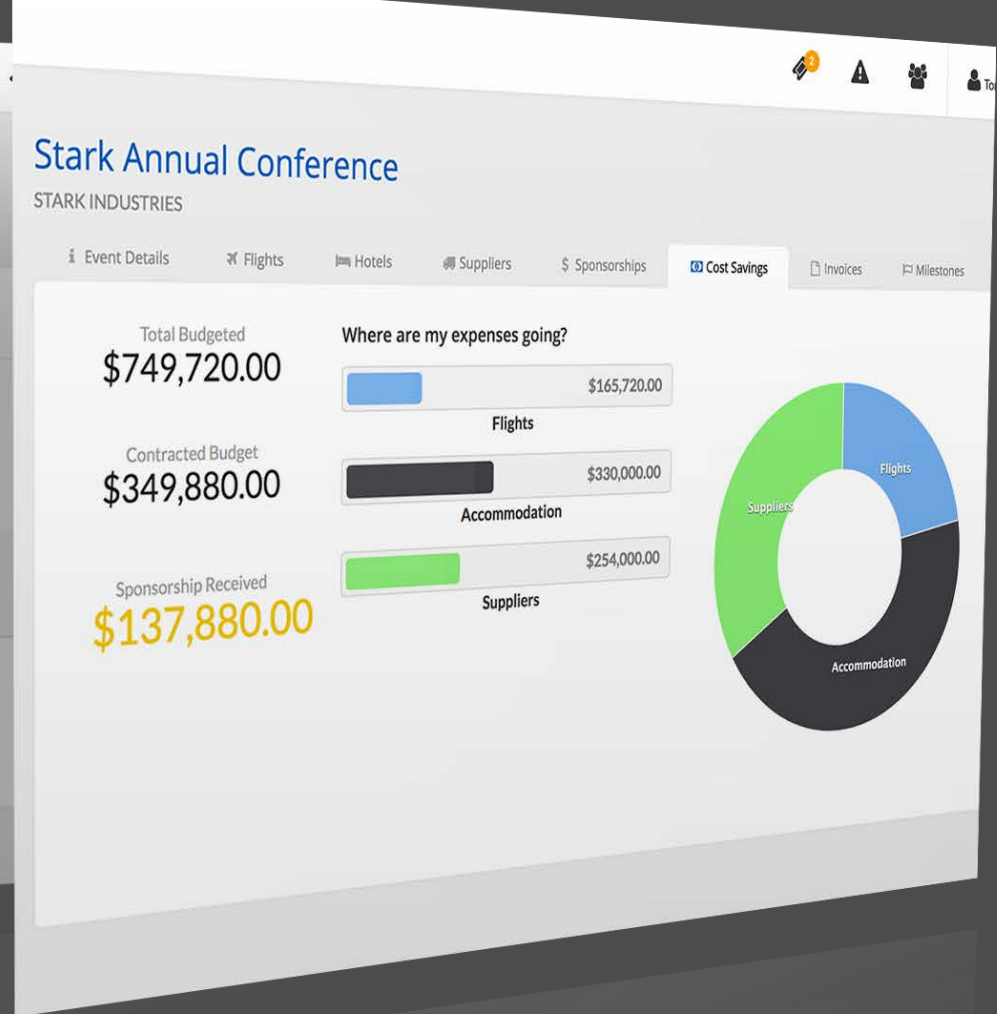
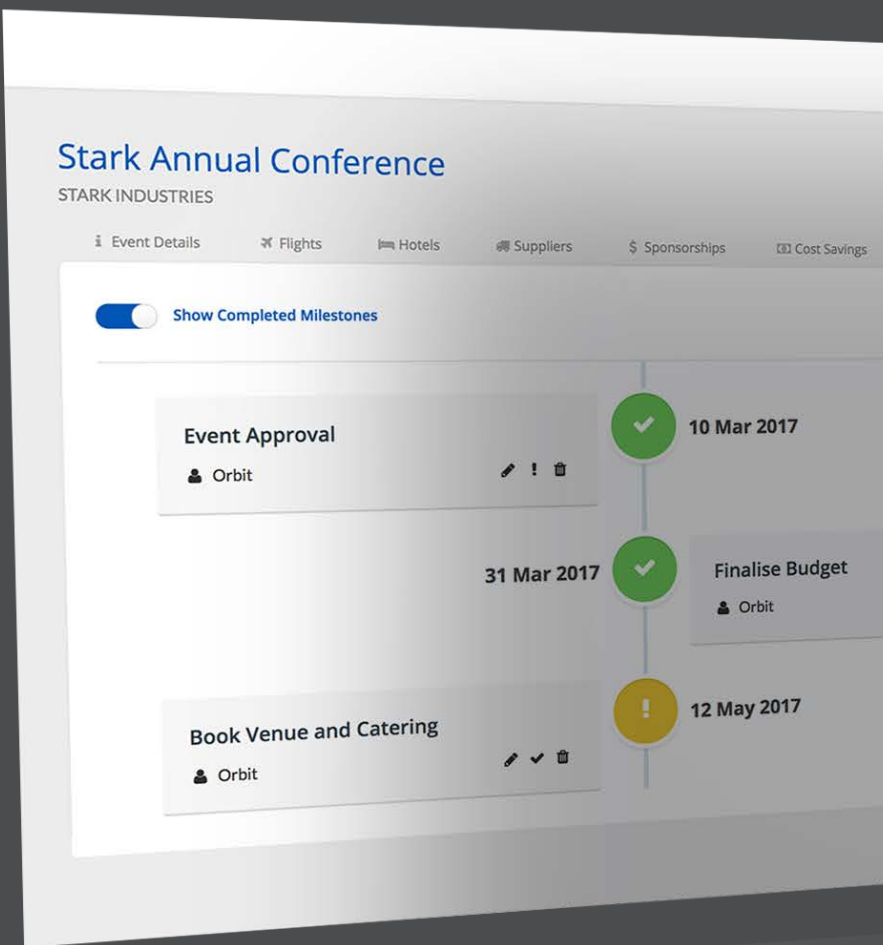
**Manage  
your event  
budgets,  
all in one  
place**



# Streamlined event management

Orbit Event Manager is an online solution to manage, budget and report on your event calendar. You can quickly set up your events or conferences and capture all the relevant information such as type of event, number of delegates, accommodation options including contracted rates, budget estimates and actual costs as the planning evolves.

Orbit Event Manager enables you to collaborate with our Event Managers to ensure better financial management and overall success of your events. It's online so can be accessed anywhere, anytime and on any device.



# Key features & benefits

- Event calendar for all events
- Budget management - estimate vs actual
- Capture currency and FX rates
- Budget reporting
- Upload supporting documentation such as contracts
- Manage flight, accommodation and supplier budgets
- Easily keep track of Sponsorships
- Record, upload and report on invoices



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