

## OVERVIEW

# Event Services

Industry experts to ensure smooth execution and maximum results

Make your next event with audio, streaming media and online presentations, easier to execute, allowing you to better connect with your target audience.

## Increased Success

Web Event Services offer a host of flexible solutions designed to meet your online event needs. Regardless of size, topic, type or complexity of your event, our team can take care of the details and enable you to focus on extending the reach and effectiveness of your message.

## Industry Experts

The Event Services group consists of skilled professionals who handle all aspects of your event needs, from consultation and scheduling to training and support.

Focus on engaging your attendees—and learn best practices along the way. Dedicated event experts serve as your main point of contact for all deliverables and coordinate every aspect of your event—before, during and after—including training, rehearsals, live event moderation and report delivery.

## Customized Experience

Whether you are conducting a roundtable discussion, preparing a six-week global product launch or planning a web seminar lead generation program, Event Services offer several options designed to address your specific needs and experience level.

Prior to the event, our team works to understand your event goals and provides in-depth training, taking the worry out of the planning and preparation process.

On the live-day, your event specialist offers essential behind-the-scenes support, ensuring that both your presenters and audience have a seamless and professional conferencing experience.

And when it's over, you'll be able to analyze what worked well and leverage that knowledge for future events. You'll also continue to receive the assistance you need to get the highest return on your event investment.



### What it means for you:

- Get your very own event expert
- Peace of mind – because your event must go well
- No worries if you are short on resources
- Focus on your message and not the details
- You and your team look like web event experts

## Ensure Success with Packaged or Custom Services

### Premium Event Management

Your all inclusive event services offering for those high-profile events where you need to ensure success.

| Service                                | Event Management Activities  |
|--|--|
| <b>Event strategy &amp; assessment</b> | <ul style="list-style-type: none"> <li>Identify your event goals</li> <li>Needs assessment and high touch event consultation</li> </ul>  |
| <b>Preparation &amp; set up</b>        | <ul style="list-style-type: none"> <li>Event planning meeting</li> <li>Scheduling of audio and web</li> <li>Presentation upload</li> <li>Creation of polling questions and post-event feedback survey</li> </ul>   |
| <b>Ensuring Professionalism</b>        | <ul style="list-style-type: none"> <li>Best practices and tips</li> <li>Dry run and formal dress rehearsal</li> </ul>  |
| <b>Live Event Support</b>              | <ul style="list-style-type: none"> <li>Presenter and pre-event readiness</li> <li>Welcome audience with custom script</li> <li>Event moderation, speaker introductions and transitions</li> <li>Management of Q &amp; A session</li> <li>Technical support for presenters and attendees</li> </ul> |

### Other Services Can Include:

- Quick Turn Event Management
- Recording Support
- Pre-recorded Presentations
- On-demand File Creation & Editing
- Recorded File Conversion
- Event Recreation
- Additional editing of your recording
- Poll creation and management
- Additional support hours

### Express Event Management

Gives a professional touch to web events and is ideal if you are a returning customer with previous event experience.

| Services                        | Event Management Activities   |
|---------------------------------|---|
| <b>Preparation &amp; set up</b> | <ul style="list-style-type: none"> <li>Event planning meeting</li> <li>Scheduling of audio and web</li> <li>Presentation upload</li> <li>Creation of polling questions and post-event feedback survey</li> <li>Dry run</li> </ul>   |
| <b>Live Event Support</b>       | <ul style="list-style-type: none"> <li>Presenter and pre-event readiness</li> <li>Welcome audience with standardized script</li> <li>Event moderation, speaker introductions and transitions</li> <li>Management of Q &amp; A session</li> <li>Technical support</li> </ul> |
| <b>Post Event Reporting</b>     | <ul style="list-style-type: none"> <li>Post event speaker debrief</li> <li>Report compilation and delivery</li> </ul>   |

### Ready Event Management

Gives a professional touch to web events and is ideal if you are a returning customer with previous event experience

| Services                        | Event Management Activities  |
|---------------------------------|--|
| <b>Preparation &amp; set up</b> | <ul style="list-style-type: none"> <li>Scheduling of audio and web</li> <li>Presentation upload</li> <li>Creation of polling questions and post-event feedback survey</li> </ul>   |
| <b>Live Event Support</b>       | <ul style="list-style-type: none"> <li>Presenter and pre-event readiness</li> <li>Welcome audience with standardized script</li> <li>Event moderation, speaker introductions and transitions</li> <li>Technical support</li> </ul> |
| <b>Post Event Reporting</b>     | <ul style="list-style-type: none"> <li>Report compilation and delivery</li> </ul>  |