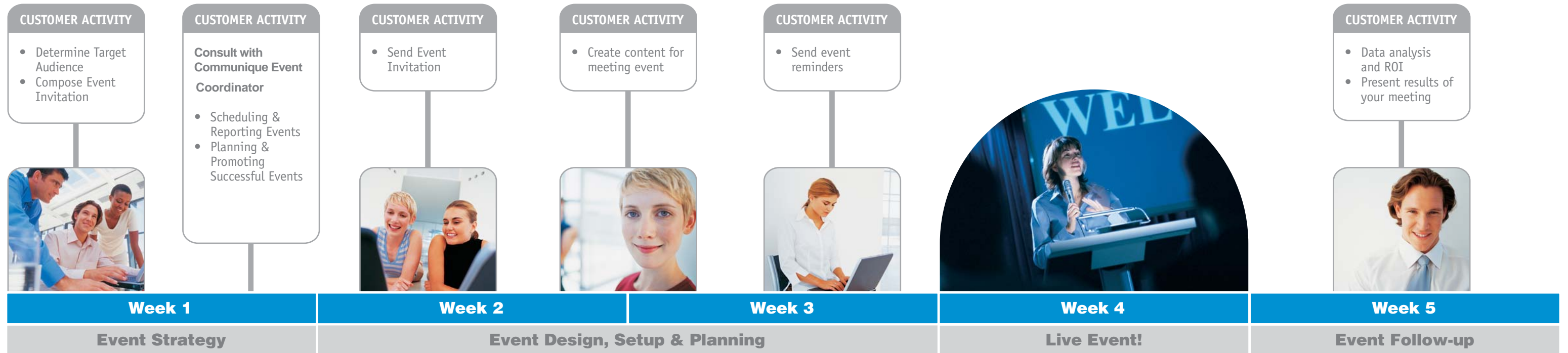


Webinar Event Timeline



Your Event Coordinator will provide event consultation services to:

- Understand and outline your event goals and objectives
- Help you manage your event online
- Determine how far out to schedule your event
- When to have the invitation ready
- Timing of event invitations and reminders
- Setting up your event master script/storyboard



An event coordinator will contact you to:

- Assign a member of our production team to work with you
- Schedule times for your consultation, dry run and live event
- Determine your teleconferencing needs for your event



Prepare your presenters and your event moderator (Rehearsal/Dry Run)

- Technical Rehearsal—Mirror actual event
- Train Presenters—Coaching for success: loading/advancing slides, overview of Q&A and polling features, event flow and best practices
- Finalize timeline and establish backup plan—Roles and responsibilities for live event
- Create poll questions—create and save poll questions for live event



Day of Event:

- Open/Start event 30 minutes prior—Room set-up: load slides, set-up for application sharing (if needed), discuss **speaker's** sscripts, and last-minute logistics
- Record event—set up recorders and record event
- Monitor event—Provide level 1 technical assistance during the event



Work with you to provide post-event support

- Final report generation—Attendance and absentee reports
- Edit recording (if required)—Basic editing of recording
- Post recording to site and retrieve links
- Manage follow-up emails—System-generated recording link added to absentee emails
- Providing guidance to enable you to successfully produce future events