



## conferencing services

Event Manager™ combines the benefits and features of a traditional operator assisted audio conference with the speed and convenience of an automated conference, making your conferencing events even more productive and easier to manage.



## Event Manager™

With exciting new features like advanced participant registration, customization of the registration website and enhanced online event reporting, you can better manage your conference events from start to finish.

With Event Manager, participants register online in advance of your event. After registering, participants receive a passcode and personal identification number (PIN). Participants are required to enter the passcode and PIN when they dial-in which uniquely identifies their presence and automatically joins them into the conference.

### Website Registration Page Customization

With the assistance of a C3 Conferencing Senior Meeting Consultant, you can customize and brand the online registration page for your event.

- You can add your logo, copy, or promotional graphics to enhance your message
- You specify the information to be collected during the registration process by creating the content and style of the requested information. Responses can be identified as optional or they may be required to successfully complete registration.
- You determine the start and end dates and times for the registration period.

Event Manager services are just another way that C3 Conferencing can help simplify your business day.

### Enhanced Online Reports

Throughout the registration period, real-time online reports are available that show all the gathered advanced registration information.

- You will also receive a pre-event confirmation of the event details with documentation of the specified registration requirements.
- Complete participant information is provided through Account Dashboard, after completion of the conference.

### Web Based Conference Controls

Account Dashboard and View Plus® are browser based tools that are available with all Event Manager conferences. Account Dashboard is used for viewing event reports and managing your account. ViewPlus enables you and other moderators to manage your event online by allowing you to:

- View a list of all participants on the conference.
- Manage your Q&A session (Demote, Promote, or Remove participants from queue).
- Monitor polling results in real-time.

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### benefits:

- + The online registration page may be customized to capture the participant data that is important to you.
- + Online registration reports may be viewed in real-time, enable more accurately plan your event and determine the demographics of your audience
- + C3 Conferencing provides an e-mail invitation that includes all the information your participants need to complete the registration process.
- + Automated online and e-mail confirmations contain all the information necessary for joining the event.

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