



Online Event Production Services

MeetingOne offers two forms of production services (**Base and Full-Service**) that will help you host successful online events. We will guide you through the process, from beginning to end.

Base Production:

Our base service begins with an orientation to Adobe Connect, then we help you prepare the logistics of your online event. During the event, we assist in the management of all technical issues. After it concludes, we offer a quick debrief, as well as post-event reports and recordings.

Pre-Event



- Technical training on platform for presenter
- Dry-run to work out logistical details
- Dial-out to presenters on the day of the event
- Assistance with uploading content
- Audio feature activation (muting, prompts, doorbells, etc.)
- Creation of custom room prompts (available at an extra cost)

During Event



- Speaker management before, during and after the event
- Reading introductory and/or closing statements
- Live support during event
- Management of Q&A sessions during the event
- Audio quality monitoring

Post-Event



- Event recording provided - includes basic editing and 90 days hosting
- Transcription, custom editing, etc. (available at an extra cost)

Please keep in mind that technical dry-runs do not involve rehearsals of the presentation. We would advise you schedule several sessions to rehearse the presentation with your speaker.





Full-Service Production:

In addition to our base services, MeetingOne offers a premium production service known as **Full-Service Production** for a more customized approach to online event creation.

Full-Service includes all services included with Base Production, and offers the opportunity to add additional professional services **customized to meet your needs with an assigned Full-Service Event Producer***. A custom quote supported by a statement of work will be scoped to define your projected plan per event or per packaged events.

Full-Service customers will receive the direct phone number and email address of their assigned Full-Service Event Producer. We have event producers in multiple time zones and are assigned to align as close as possible with your business hours.

***Full Service Event Producer Hours:** Monday – Friday, excluding holidays; exact hours will be shared with customers once a full-service dedicated event producer is assigned to an account.*

Full-Service Production can include additional pre-event and post-event assistance with items such as:

Planning / Briefing

- Logistics consultation
- Presentation workflow / operations
- Marketing material guidance
- Create custom comprehensive “Run of Show” document
- Create custom documentation for presenter preparedness

Building Virtual Rooms

- Design session with client
- Lobby layout construction
- Presenter layouts
- Upload and configure content
- Configure audio room
- Create and manage user accounts needing access to the virtual room

Building Registration Pages

- Event information page
- Speaker Bio
- Registration page
- Create and set up triggers for emails

Post-Event

- Review / discuss engagement metrics
- Event reporting
- Feedback / tips and tricks discussion for continuous event improvement

Please Note: Hours in excess of the contracted services are billed separately for the event incurred.

*While Full-Service Event Producers are guaranteed to be available for all Pre-and Post-Event discussions, services and questions, there is the possibility another Event Producer may be used to manage live events.

