



WebEx Meeting Center, Training Center, Event Center and Meeting Center with CMR - Assist Services

They'll remember this one.

Company meetings, online seminars, virtual classrooms, large events and video conferences, and more.



Deliver seamless events with expert *Producers*

PRE SESSION

- ✓ Strategy Scheduling
- ✓ Tech Check
- ✓ Speaker Check
- ✓ Content Review
- ✓ Interactivity
- ✓ Q&A

IN SESSION

- ✓ Pre-Conference Audio
- ✓ Introductions
- ✓ Polling
- ✓ Recording
- ✓ Tech Support
- ✓ Live Q&A

POST SESSION

- ✓ Edit Recording
- ✓ Attendance Reporting
- ✓ Q&A Transcripts
- ✓ Poll Results
- ✓ Chat Transcripts
- ✓ Attention Reporting



WebEx Meeting Center, Training Center and Event Center Assist Services

Service	
Discovery: Matching Session Goals to WebEx Capabilities	90 mins
Strategy Planning with Goal Alignment	√
Scheduling & Registration Management	√
Customize Invitations, Reminders and Follow-Up Emails (EC/TC only)	√
Dry Run: Audio, Video and Content Flow	90 mins
Content Review to Maximize WebEx Features	√
Presentation Flow, Speaker Rehearsal	√
Audio and Video Tech Check	√
In-Session – 60 Minute Live Session	60 mins + 20
Join 20 minutes early	√
Speaker/Event Verbal Introductions	√
Pre-Audio Conference (EC only)	√
Attendee Technical Support via Chat/ Q&A	√
Polling Coordinator Support (EC only)	√
Record the Session	√
Operator Assisted (Verbal) Q&A upon Request	√
Online Q&A/Chat Support	√
Post-Session Wrap-Up for Producer Hosts	20 mins
Truncate and Disseminate Recording	√
Deliver Attendance and Attention Reporting	√
Provide Q&A/Chat Transcripts (.docx)	√
Deliver Polling Transcripts (.xlsx)	√