



Meet Me In The Cloud

Event Assist & Production Services

Deliver Flawless Online Events, with the help of experienced MMITC Event Producers

Whether you want expertise to elevate a significant online event, or you simply need additional help for a positive audience experience, the producers at Meet Me In The Cloud (MMITC) can facilitate a successful event for you. Our team of producers support all virtual conferencing platforms Webex powered by Cisco, MS Teams, Zoom, Adobe Connect, Vbrick, and other leading event hosting platforms, in any workplace scenario (hybrid or 100% remote). Their experience can eliminate the risk of disappointing or even disastrous town hall meetings, trainings, marketing outreach, or other highly visible online events.

Every online event is different. MMITC designs productions based on business goals and objectives for the event. We offer insight on effective instructional design and engaging delivery in complex online forums to deliver technically flawless productions. When MMITC is managing the details of your online event, you are free to focus on the curriculum and the audience. MMITC supports our customers with Pre-Session Planning, In-Session Support, and Post-Session Wrap-Up.

Leave your event to the pros with certified expertise in leading platforms.

Our team of Event Assist professionals are well-versed in best practices gained from years of experience working with thousands of end-users. MMITC has provided Assist Services for hundreds of live events for higher education, K-12, state and local government, large and small businesses, and non-profit organizations.

Three-Step Engagement



Professionally planned and executed events

Pre-Session Planning

MMITC starts with a strategy review that carefully considers business objectives as they relate to the online event. This process establishes goals and measurable metrics for a successful event. Applying best practices, we work together to plan the event, review the content as it relates to business objectives, and take full advantage of the platform's capabilities.

Rehearsals

Rehearsals help speakers become more comfortable with the platform functionality the content, and how Q&A with attendees is managed. MMITC manages the scheduling and registration process. We can also coordinate distribution of your customized invitation and reminder emails.

Tech Checks

From a logistical standpoint, "tech checks" test compatibility and audio connections, and preparation is done to record the live online session.

In-Session Support

MMITC focuses on ensuring your online event starts and runs smoothly. Assist Producers join the event up to 30 minutes prior to the start of the event to provide last minute speaker coaching, help load the presentation, setup the recording, and ensure all instructors join successfully. They also confirm that the host, instructors and subject matter experts are prepared to handle questions and issues real-time.

At the onset of the presentations, the Producer can introduce the speakers, moderate chat and Q&A, and provide in-session support, as needed. Actively engaged during the live online event, the Producer is also available to address technical issues from both the attendees and presenters. At the close of the event, the Producer can wrap-up the event and provide a call to action.

Post-Session Support

We support your online event from start to finish. After the live event, MMITC Producers remain online for up to 30 minutes. The recording of the live event is edited to remove, pre- and post- session content, so that a "clean version" is available on-demand. We upload the recorded session to your site, and provide a downloadable link that can be easily shared.

After pulling reports on attendance, Producers distribute follow-up emails to attendees invite feedback on their experience. These polls provide invaluable insight into audience perceptions of the content and delivery that can improve events down the road. MMITC assembles the poll results and Q&A transcript, and provides comprehensive reports to the event hosts and speakers.



Don't see a platform that you would like to leverage for your upcoming event? Ask us!



Learn how you can help your company manage live events.

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