



## Audio Event Production Services

MeetingOne offers a range of production services that will help you host successful conference calls. We will guide you through the process, from beginning to end.

Our process begins with an orientation to Click&Meet, then we help you prepare the logistics of your event. During the live audio event, we assist in the management of all technical issues. After the event concludes, we offer a quick debrief, as well as post-event recordings.

### Our Audio Event Production services include:



#### Pre-Event

- Orientation, training & pre-call dry-runs to work out logistics
- Dial-out to presenter(s) on the day of the event
- Feature activation (muting, audio prompts, doorbells, etc.)



#### During Audio Event

- Speaker management before, during and after the event
- Management of Q&A Sessions
- Monitoring call quality
- Close conference
- Live support during event



#### Post-Event

- Provide audio recording and 30 minutes of edits
- 90 days hosting of recording

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.

