Microsoft®
Office Live Meeting

Microsoft® Office Live Meeting Event Services

Microsoft® Office Live Meeting Event Services is a professional event management service that helps you:

- **Impress online audiences throughout the event cycle with events that look and feel more professional.**

- **Scale your event program according to your needs by removing resource, technology, and geographic constraints.**

- **Understand and connect with your customers through detailed registrant and audience interaction and reporting.**

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Office Live Meeting Event Services is an event management service that makes online meetings more polished and professional while increasing your program scalability and audience connection. Our industry best practices and event production expertise help you successfully plan and execute high-profile Office Live Meeting events. We provide dedicated account management and enterprise-class infrastructure that instantly scale according to your needs. Our custom branding capabilities improve communication and reinforce your brand image. Plus, our quantifiable registrant and attendance reporting help you understand your online audience.

Office Live Meeting Event Services' experienced, professional team – we have managed over 23,000 Office Live Meeting events, serving 2.7 million attendees – eliminates the stress and fear associated with event planning. In addition, our end-to-end project management, registration tools, custom branding, and post-event analysis increase the benefits of your Office Live Meetings.

Impress and Engage Audiences

- **Best Practices**
  Office Live Meeting Event Services helps to eliminate the risk of making a minor error that creates a major headache during your mission-critical event. Our best practices and event planning expertise ensure that your event set-up, registration, production, and reporting are trouble-free.

> **"The value that Live Meeting Event Services provides is immediately evident. The level of professionalism and refinement that Microsoft delivers is unparalleled. And our event producer helps ensure that each session is highly polished and technically sound."**
>
> **Brenda Pearce,
> Strategic Alliances and Business
> Development Manager,
> Intergraph**

- **Presenter Confidence**
  Office Live Meeting Event Services helps your speakers present with confidence. We prepare presenters by providing private presenter training and rehearsal assistance. Every pre-conference starts with a thorough sound check and a review of the event flow and content. During the live event, your presenters can focus on your audience because your event producer is controlling the audio and recording while also providing attendees with technical assistance.

- **Attendee Privacy**
  Office Live Meeting Event Services helps to protect your attendees. We are committed to providing a security enhanced platform. All Office Live Meeting events use advanced SSL encryption. Our registration and survey tools meet Microsoft's strict privacy guidelines. We never share or use identifiable registrant or attendee data, and we always send your event registration and attendance reports via a password protected file transfer.

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Scale to Your Needs

• On-demand Expertise

Office Live Meeting Event Services supplies an on-demand team of experienced event producers, media designers, and support professionals. Planning and producing a successful event takes time and effort: time that should be spent creating, and effort that should be spent delivering, an exceptional presentation. Office Live Meeting Event Services instantly adds the support and expertise of our professional event production team and allows your team to focus on your presentation.

• End-to-End Account Management

Office Live Meeting Event Services provides you with dedicated account management. When you purchase a managed event package, you receive the project planning assistance of an event producer. This customer focused model provides you with a primary point of contact throughout the event cycle allowing your event producer to become familiar with your business, events, and expectations.

• Dedicated Support

Office Live Meeting Event Services offers dedicated technical support before, during, and after your managed event. Our support is in addition to the support offered to all Office Live Meeting users and it is exclusively provided to you and your attendees. By providing dedicated support, we help your presenters and attendees quickly join, and enjoy your event.

Connect With Customers

• Consistent Branding

Office Live Meeting Event Services builds brand recognition. Our managed event packages provide your audience with a consistent, end-to-end brand experience. We build registration and survey pages that mirror the look and feel of your brand. Additionally, we can apply custom branding and messaging to all registrant communications including registration confirmation, event reminder, and post-event follow-up e-mail messages.

• Customer Contact

Office Live Meeting Event Services improves audience communication. Collect pre-event audience information with the registration or custom entry page that is included in every managed event package. Interact with your live event attendees through audience polls, live video, breakout rooms, and Q&A tracking. Extend the impact of your live event via custom end-of-event surveys and post-event e-mail messaging.

• Quantifiable Data

Office Live Meeting Event Services measures the success of your lead generation and audience communication activities. Our registration system quickly and accurately tracks up to twenty-five registration source codes. Plus the availability of registration data from before and after your event, makes measuring the return on investment of your event promotion strategy fast and quantifiable.

CRM Compatibility

Office Live Meeting Event Services supplies your organization with event data that is easy to work with. Our post-event reports combine registration, custom entry, and survey data with presenter names, attendee information, polling results, and the Q&A log. We provide the report to you as a single, easy to read Microsoft Office® Excel document that easily incorporates into your existing customer resource management (CRM) tool.

Office Live Meeting Event Services Managed Event Packages

Office Live Meeting managed event packages contain all the components needed to guarantee the success of your event.

Office Live Meeting Event Services Packages are available with **250, 500**, or **1250** seats. Each package includes:

- **60 minute Office Live Meeting seat and toll-free audio for callers in US & Canada**
- **End-to-end event management from a dedicated event producer**
- **Pre-event presenter training and rehearsals hosted by your event producer**
- **Creation of Office Live Meeting Replay format and High Fidelity Presentation format event recordings**
- **Custom branded registration page or custom entry page**
- **Custom branded survey page**
- **Custom branded event registrant e-mail communication**
- **Day of event production and event hosting assistance**
- **Toll-Free, complimentary Office Live Meeting technical support for all presenters and attendees**
- **Post-event attendance and registration report**

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