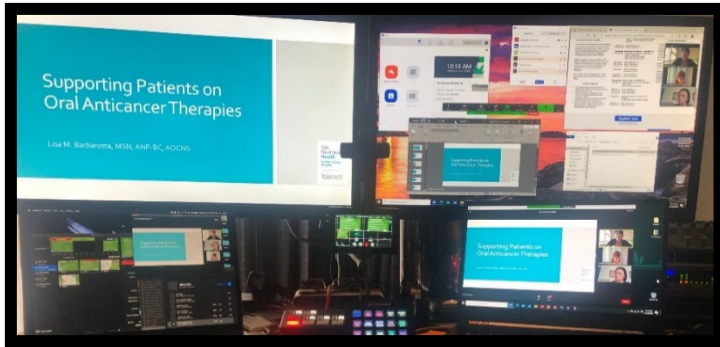# Virtual Conference Management



Pacific Rim Concepts LLC has pivoted from live face-to-face conferences to virtual conference management using the Zoom Webinar and Meetings platform, integrated with CVENT Event Management. Our virtual services include registration management, Zoom Hosting and Production, and all of the normal conference coordination services: audio visual, marketing, exhibit & sponsorship solicitation, web pages, print & electronic program assembly, a conference APP integration, budget and financial management, speaker coordination, and yes, still, food & beverage alternatives. We also offer hybrid events.

Before we can provide a quote for a virtual conference management, we need to understand your program. If you are unsure of some of these answers, tell us what you normally would do (when you were live and in-person). We will provide scenarios and options to consider in designing your virtual program.

1. What does the schedule look like (timing/hours)?
2. How many days?
3. How many attendees do you anticipate? Where are they coming from (around the globe)?
4. Is it a general session only, or will there be concurrent sessions? How many?
5. Do you want a Webinar format or Meetings format? Do you know the difference?
6. Is the program LIVE broadcasting or pre-recorded? Or both?

- Our Zoom Host team consists of a Host AV Tech/Director and co-Host Producer/Manager for each Zoom URL, 4-hour minimum (inclusive of pre-event launch time).
- All speakers/exhibitors are required to attend a half hour rehearsal 7-10 days prior to the event.
- We will prepare speaker/exhibitor preparation packets for your speakers/exhibitors to prepare and familiarize themselves with production and presentation details that they would not normally think of when doing a LIVE event.

- We believe in managing/controlling as many of the platforms, software, and connectivity points to avoid issues with audio, video malfunctions, or operation controls. Speakers should be able to attend the event and speak, and not have to worry about controlling buttons, and audience interactions.

7. Will you require registration services?
8. Is there a registration fee? If so, who is the hosting depository (account /association) and does it already have mechanisms to collect funds?
9. Will you have to track the time and attendance for continuing education credits?
10. Will you be selling sponsorships?
11. What about a virtual exhibit room? How many exhibitors? Exhibitor schedule? Are you interested in finding out about virtual exhibition options?
12. When is your event?
13. What other services would you be interested in?

Basically, we will do everything but plan the content - we leave that up to you, as you know your audience and speakers best. However, once you secure them, we can work with them and assist in collecting the details (bios, photos, PowerPoints, etc.)

**What is the difference between a Webinar and a Meeting?**

A webinar is good for presentations, where the audience watches and attends. The interaction between the audience and the presenters is limited to Chat or Q&A. The audience can be allowed to speak if desired. Webinars are good for large audiences. Share screen and Polling features are available with some limitations.

A meeting is interactive; all attendees can have their video and audio either ON or OFF. Meetings are good for smaller audiences. Share screen, Polling, and Breakout room features are available. Attendees can be pre-assigned to breakout rooms. Limitations for attendance tracking and re-sorting of attendees for breakout rooms exist. Meetings are good to use for virtual exhibit rooms.

Thank you for this opportunity. We look forward to learning more about your program and helping your organization pivot to virtual conference and events.