

Corvent Event Management

Corvent is your partner in planning, promoting and producing top-notch webinars. Founded by pioneers in the web conferencing industry, the Corvent team of event professionals produces thousands of online events every year for companies who want to communicate live in an interactive format with prospects, clients, partners and employees.

Pre-Event Preparation

➤ **Technology Consultation & Provisioning**

Both Corvent's event managers and our comprehensive registration solution support multiple web and audio conferencing options and we can help you select the technology that best suits your needs.

➤ **Event Planning & Preparation**

A dedicated Corvent event manager will assist in the creation of an event timeline and checklist to ensure all deadlines and deliverables are met.

➤ **Best Practices Documentation**

Corvent event managers share a tried and true inventory of best practices compiled through years of experience.

➤ **Event Walk Through**

Before the big day, attend a complete walk through of the event to define event flow, practice speaker transitions and address any last minute details.

➤ **Content Review and Consultation**

Have your presentation reviewed to ensure it effectively "translates" to the technology used for your event and creates the biggest impact.

➤ **Presenter Training**

Corvent's event experts provide in-depth training to presenters with role-based sessions, dry-runs and dress rehearsals.

Live Event Assistance

➤ **Event Moderation**

We provide presenter introductions, speaker transitions, attendee instructions, and closing remarks.

➤ **Content Management**

Event managers can upload your presentation, change slides, and assist with format transitions like desktop sharing, web slides, polls and surveys.

➤ **Presenter & Attendee Support**

Corvent assists with web and audio management and we work to resolve any issues that may arise.

➤ **Q&A / Chat Management**

Your event manager responds to audience questions so speakers can focus on the presentation.

➤ **Recording Support**

Take the worry out of event recording by letting a Corvent event manager take care of the details.

Post Event Follow-Up

➤ **Event Review & Wrap Up Call**

Review the event and discuss ideas to carry over to your next campaign.

➤ **Report Delivery**

The event manager delivers your comprehensive report within 24 hours of the live event.

➤ **OnDemand Recording**

Corvent can host your recording and provide registration for your OnDemand events