

Program Planning and Production Services

VIRTUAL CONFERENCE



Overview

CommPartners provides extensive management and support services to ensure each virtual conference is successful. As a client, you will be assigned a project manager who will conduct an initial consult, create a timeline, confirm both CommPartners' and your organization's responsibilities and manage all pre-conference activities, the conference day(s) and post event production and follow-up items.

What to expect

- ✓ Hold initial consult
- ✓ Reconfirm event dates / times and other event details
- ✓ Discuss event & session strategy
- ✓ Create project plan with agenda and assigned responsibilities leading up to the event days
- ✓ Design/produce conference website
- ✓ Schedule training dates with client and speakers
- ✓ Configure session rooms and specifications
- ✓ Create script for moderators
- ✓ Create survey and any post event components
- ✓ Support event from start to finish
- ✓ Produce recordings for client
- ✓ Send Post-Event documentation including attendance reports and recordings

And much more!

Contact Us

For more information please call (800) 274-9390 or visit commpartners.com. You may also email us at info@commpartners.com