



Bringing it all together

Event management

Delivering perfectly executed high-level events

Beyond the scope of everyday business meetings are your high-level events — company-wide reviews, training programs, investor meetings, product launches, human resource policy introductions, CEO presentations, board meetings, crisis management situations, and more. Considering their scope and often sensitive content, such crucial conferences must run flawlessly and accommodate all potential participants regardless of location. Today, faced with tight deadlines, myriad conferencing options, and increasingly complex technologies, few organizations are equipped to stage such corporate events.

Comprehensive solutions by a professional team

BT Conferencing understands the critical nature of your meetings and offers a solution to ensure that you produce flawless events. Selecting the right combination of technologies for even the most complex corporate event, and producing the event on schedule and within budget, is a daunting task that can absorb valuable company resources. BT Conferencing offers comprehensive event consulting, management, and production services designed to relieve the burden of planning such events; this will leave you to focus strictly on content, leaving the logistics to us. Our event management services team serves as a single point of contact for handling all the details surrounding your high-level events, from consultation and planning through production and follow-up.

Events tailored to your specifications

Your event is unique. BT Conferencing understands this and our team begins each engagement with an evaluation of objectives and target audiences. Armed with a clear understanding of your requirements and expectations, the team then develops a customized technology recommendation for your event — clearly identifying all deliverables, details, and costs. BT Conferencing taps its own portfolio of conferencing technologies to develop the optimal solution for your event. The result is a customized blend of resources, technologies, and processes designed to maximize the impact and success of your event.

BT Conferencing's event management services include:

- Full conference control and monitoring
- Agenda preparation
- Active participation in broadcasting content
- Content and template design and development
- Question & Answer moderation
- Presentation Best Practices consultation
- Technical coordination of all staff
- Resource coordination
- Facilities rentals
- Registration and sign-up process management
- Full conference notifications and invitations



For more information please contact:

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Offices worldwide

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