

# Events Best Practices

# Fugent Events

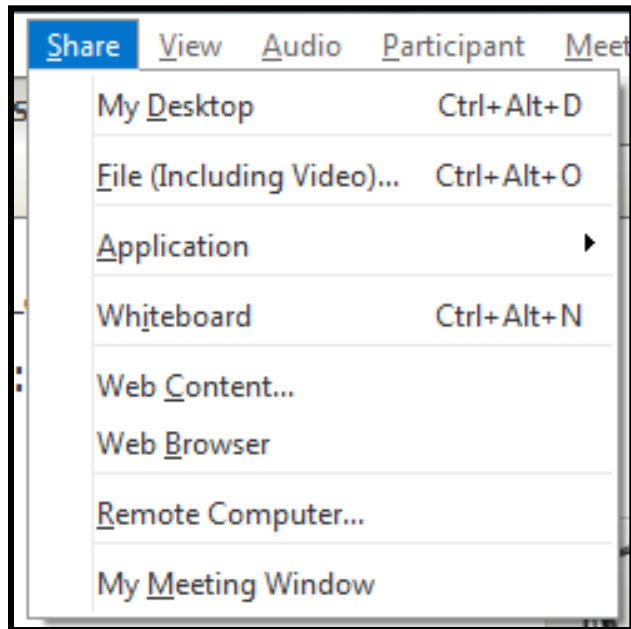
An efficient vehicle for delivering valuable, relevant, and consistent content in a live environment to:

- ▶ Attract prospects
- ▶ Retain customers
- ▶ Strengthen relationships

# Keys to a Successful Event

- ▶ Collaboration with your designers/presenters
- ▶ Build awareness
- ▶ Cross promote events
- ▶ Establish consistency
- ▶ Post supporting material
- ▶ Organize follow-up campaigns
- ▶ Recognize industry registration & attendance metrics
- ▶ Understand it takes time to build

# Test Presentation / Content



Prior to hosting your event, hosting a test event with an attendee will help ensure your event runs smoothly.

Open your presentation, share web browsers & applications.

Also test run any multimedia presentations you have prepared.

# Always Start Your Meetings Early

Your attendees can not join your meeting until you start it.

Also, starting your meeting 10 to 15 minutes ahead of the scheduled time gives you time to prepare.



# Teleconference

When deciding on which teleconference to use with the Event, some things to consider are:

**Capacity:** You can limit the number of registrants during the registration set up if your teleconference has a capacity limit.

**Managing Live Q&A:** Will you need to use an operated assisted call to handle live questions?

**Multiple speakers:** Can you mute everyone except the speakers, even if they're in different locations?

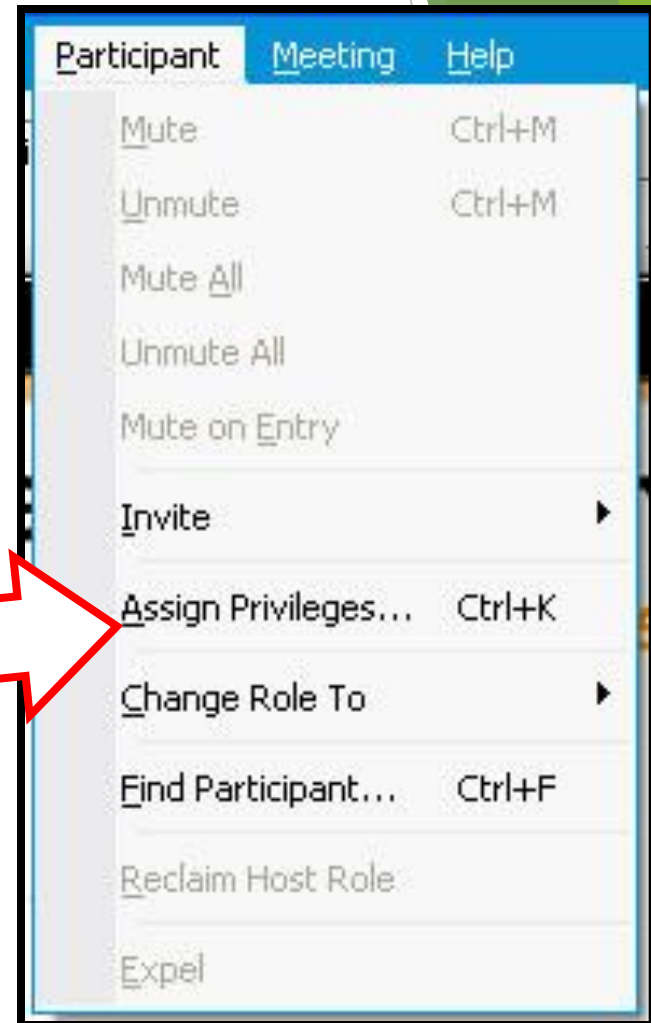
# Assign Privileges

When you are hosting an event, you can set your attendees privileges to meet your needs.

Whether you want to allow your attendees to chat freely or print an open presentation, you can set these privileges by selecting:

## Assign Privileges

from the Participant menu in the event.



\*\* If you set privileges when only some attendees are present, you may have to reset the privileges when more attendees join.

# Communicate

The *Communicate* tab lets you specify that all attendees or individual attendees can send chat messages to:

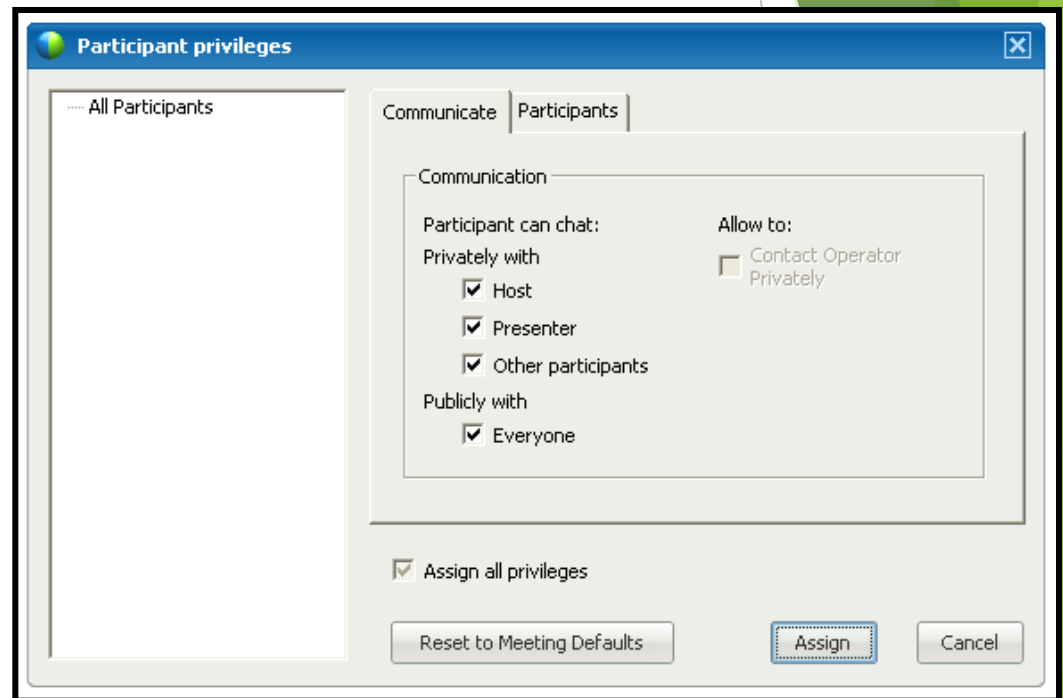
Everyone

Only the meeting host

Great for managing Q&A

Only the presenter

Any other attendee, privately



You can also remove chat privileges at any time by unchecking the boxes.



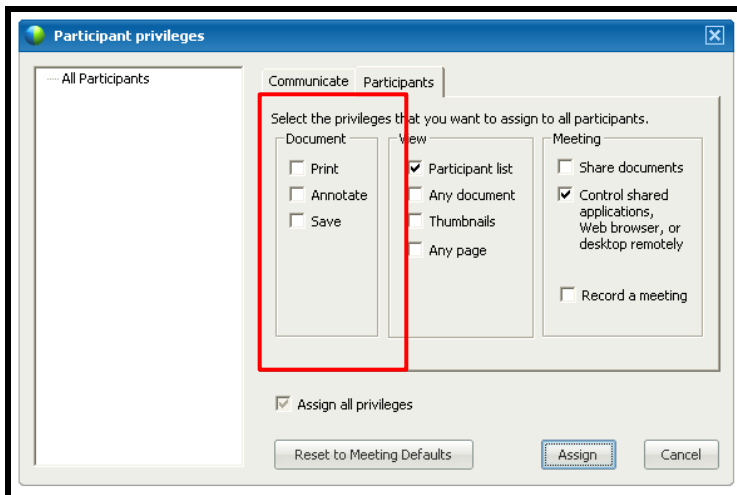
# Participants

Under the *Participants* tab you can set the privileges for your attendees for your open Presentations

Print - print your open presentation to their printer

Annotate - use the annotation tools to publicly mark the presentation

Save - save your open presentation to their computer



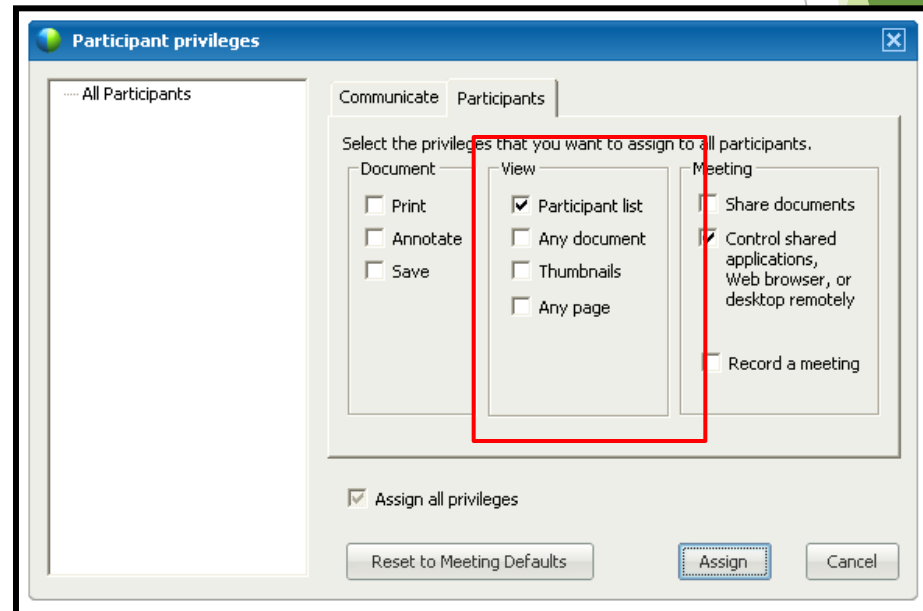
# Participants

**View** - things your attendees can see

Participant list - uncheck the box to keep the attendees from seeing the other participants. You can see the list.

The following allows your attendee the ability to navigate through your presentation:

- ▶ Any open document
- ▶ Thumbnail views
- ▶ Any page of the presentation



# Participants

## Meeting

Share Documents - gives attendees ability to open presentation without passing presenter rights.

Control Shared Applications, Web browser or desktop remotely - allows you to pass control without passing presenter rights

Record a Meeting - allows Your attendees to record Your event

