

zoom

# Online Event Consulting



## OUR MISSION

Zoom's Online Event Consulting (OEC) team is here to assist you with your virtual events. Whether you want to take a deep dive into the platform and become a Zoom expert or have the extra, on-hand support from your provider, Online Event Consulting has a solution for you. We empower customers to have fantastic event experiences with our native platform, leveraging product offerings such as Zoom Meetings, Webinars, and Zoom Rooms to take their event to the next level.

# SERVICE DETAILS

The outline below represents a minimum requirement of 3 hours for an initial engagement of supporting a 1 hour live event. Subsequent events or additional hours will be billed at a flat hourly rate with a minimum requirement of 2 hours.



## Event Planning

The Zoom Event Consultant will meet with the client, host and respected parties to discuss settings, hardware reviews and event flow. Consultant will assist with the scheduling of the rehearsal and the main event as well as confirm the necessary settings have been enabled.



## Event Rehearsal

The Zoom Event Consultant and all respective parties will join the scheduled rehearsal hosted by the client account. Best practices and further guidance will be covered to ensure all parties feel confident with the platform.



## Pre-event Warmup

The Zoom Event Consultant along with the host, panelist, and presenter, will join the client-hosted live event 30 minutes before the main event to prepare to go live.



## Dedicated Live Event Support

The Zoom Event Consultant supervises technical occurrences within the event along with monitoring the event logs on the backend for all around technical assistance. Both our packages below include 1 hour of live-event support.



## Event Moderation

As part of our Premium Event Support package, the Zoom Event Consultant assists as master of ceremonies. Consultant delivers the housekeeping and introduction, Question and Answer, and closing.



## Content Sharing

With Content Sharing, the Zoom Event Consultant displays the presentation content, from their side, into the event for the host and/or respected parties.

Services Provided	Standard Event Support (\$250 USD/hr)	Premium Event Support (\$300 USD/hr)
Event Planning	✓	✓
Event Rehearsal	✓	✓
Pre-event Warmup	✓	✓
Live Event Support + Dedicated Technical Support	✓	✓
Event Moderation (Housekeeping, Intro, Q&A, Outro)		✓
Content Sharing		✓
Breakout Room Management		✓

Live event to last longer than an hour? Inquire about additional hours of Live-event support or get started by contacting your Zoom Account Executive or visit us at [zoom.us/contactsales](https://zoom.us/contactsales). Please contact us 3 weeks prior to your event date. Event consulting available Sunday 4pm Pacific through Friday 5pm Pacific subject to availability.