

PGiMeet

EXPERT MONITORING AND ASSISTANCE WITH EVENT PRODUCTION

Enhance the success of your next high profile event with flawless execution and improved performance and results. *Premiere Global Services offers a flexible suite of high quality Event Production Services designed to accommodate a wide array of events – from the simplest to the very complex.*

Whether you need to conduct a web seminar, launch a new product or hold an earnings call, we have the level of service to meet your needs.

Event Monitor

Ideal for customers that completely understand the typical call flow and web conferencing and need nothing more than an event producer to attend the pre-conference for any last minute questions, announce the call and to monitor the event (up to 1 3/4 hours).

Event Assistance

This level of service includes a pre-meeting to gather call flow information in order to create scripting. It includes up to one hour of pre-conference assistance and event support for up to three hours.

Event Production

This package includes a comprehensive suite of service activities to fully manage every aspect of your event. With a total of six hours of assistance, this solution includes:

- › Kick-off/planning session and timeline management
- › Scheduling of platform instruction/training
- › Scheduling of rehearsal/walkthrough
- › Scripting and program coordination
- › Slide load
- › Assistance/recommendations for building audience interactivity into presentation (Polling, Question Manager, Web Slides, Application Sharing) and assistance with building into presentation.
- › Pre-conference facilitation
- › Professional moderating / market touch services
- › Event monitoring
- › Post-conference or debriefing feedback
- › Invitation design review/editing
- › Presentation design review/editing



Event Production Plus

With Event Production Plus, you receive all of the services included in the Event Production package but within 24 hours. This package is ideal for events around an acquisition, sale of a company or any other instance when the word needs to get out in a very short amount of time. Six hours of assistance is included within 24 hours.

Your Premiere Global Event Production Services Team

Our professional, internally staffed, Event Product Services team manages all aspects of your event. This expert team will review the objective(s) of your event, schedule the audio and web conferencing services, manage the live event and recording, conduct rehearsals, manage Q&A, introduce speakers, provide

registration and attendance reports, and much more. Leave the hard work to us and you can focus on what really matters most – effective content for your event.

Services include:

- › Individual and group presentation coaching
- › Script writing, proofing and editing
- › Teleconferencing project and timeline management
- › Invitation review and editing
- › Rehearsal and recording session facilitation
- › Web presentation coaching and support
- › Professional moderation of client teleconferences/events

- › Project Management services
- › Investor relations coaching reviews
- › Creative services (content editing, programming, event sequencing, music selection)
- › Program analysis and improvement

Why Premiere Global Event Production Services?

- › Umbrella of services designed to accommodate monitored events or massive productions with quality and flexibility
- › Internally staffed team of experts ready to help you flawlessly execute your event
- › You can focus on extending the reach and effectiveness of your message

ABOUT US

Premiere Global Services, Inc. (NYSE: PGI) is a global provider of on-demand, communication technologies-based business process improvement solutions. Headquartered in Atlanta, Georgia (USA), and with presence in 24 countries worldwide, Premiere Global delivers solutions to an established customer base of over 50,000 companies, including nearly all of the Fortune 500.

LEARN MORE

Contact us today or visit our website to view customer videos or product demonstrations and get the details on all our solutions.



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