

# Online Event

## Consulting & Delivery

Our Online Event Consulting & Delivery team is here to assist you with your virtual events. Whether you need assistance with best practices for virtual event design, on-call delivery support and event setup, or more advanced services, VSCPA Online Event Consulting has a solution for you. We empower customers to have fantastic event experiences using a variety of event technology platforms.

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

### SERVICE DETAILS



#### *Event planning*

The online event consultant will meet with the client and respected parties to discuss settings 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 moderation*

As part of our Premium Event Support Package, the online event consultant assists as master of ceremonies. Consultant delivers the housekeeping and introduction, question and answer portion, and closing.



#### *Event rehearsal*

The online event consultant and all respective parties will join the scheduled rehearsal hosted by the VSCPA platform to conduct AV tests and event run-through. Best practices and further guidance will be covered to ensure all parties feel confident with the platform.



#### *Live event support*

The online event consultant supervises technical occurrences within the event along with monitoring the event logs on the backend for all-around technical assistance. All our packages below include live event support.



#### *Pre-event warmup*

The online event consultant along with the host, panelist and presenter, will join the live event 30 minutes before the main event to prepare to go live.

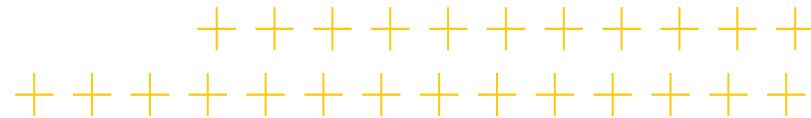


#### *Content sharing*

With content sharing, the online event consultant displays the presentation content from their side, into the event for the host and/or respected parties. necessary settings have been enabled.

SERVICES PROVIDED	STANDARD \$150/HR	PREMIUM \$250/HR
Event Planning	✓	✓
Event Rehearsal	✓	✓
Pre-event Warmup	✓	✓
Live Event Support + Dedicated Technical Support	✓	✓
Event Moderation (Hosekeeping, Intro, Q&A, Outro)		✓
Content Sharing		✓
Breakout Room Management		✓

## À LA CARTE SERVICES



- Registration services
- Committee meeting attendance and liaison
- Attendee instructions and tips
- Agenda with meeting/event link(s)
- Material hosting/sharing
- Session support and implementation
- Speaker spotlighting
- Technical support / customer service
- Waiting rooms
- Green rooms for speakers
- Polling

## NEW! COMING FALL/WINTER 2021

### *Hybrid event services*

Includes in person usage of the newly renovated Learning & Innovation Center with options to simulcast your meeting or event to your virtual audience. Our beautifully updated space includes upgraded technology for virtual participation and classrooms for events or meetings from a single person space up to 60 attendees in a variety of meeting room formats. Visit [vscpa.com/Center](https://vscpa.com/Center) to learn more about the Learning & Innovation Center.



Your whole team made this experience comforting, like we have done this many times before. It's one thing to have a meeting in the same location, same sessions, same food, same logistics, same banter, but this was just the opposite. You made it "comforting" and assured confidence on getting the job done. What more could one ask for! You delivered, in my mind, 10 times over.

## Testimonials

The VSCPA went above and beyond to deliver a top-notch virtual two-day event for my committee. From beginning to end, the team heard my vision and produced exactly what I had in mind. I'd highly recommend it to all VSCPA members holding online events — no matter how large or small. The VSCPA has been in the online event business for years, and their expertise saved me hours Well done, team! I'll certainly be calling on you again for future events.

— **Lisa Germano, VSCPA Member**



## ABOUT THE VSCPA

The VSCPA is a digital learning provider with more than 10 years of experience delivering online education and more than 100 years of experience providing learning opportunities and events for Virginia CPAs and the community at large. The VSCPA hosts hundreds of virtual events per year, including multi-day, multi-track virtual conferences with experience hosting up to 800 people per event.

## LET'S GET PLANNING

For more information, questions or a quote, please contact Amy Mawyer, VSCPA vice president, learning at [amawyer@vscpa.com](mailto:amawyer@vscpa.com) or (804) 612-9422.