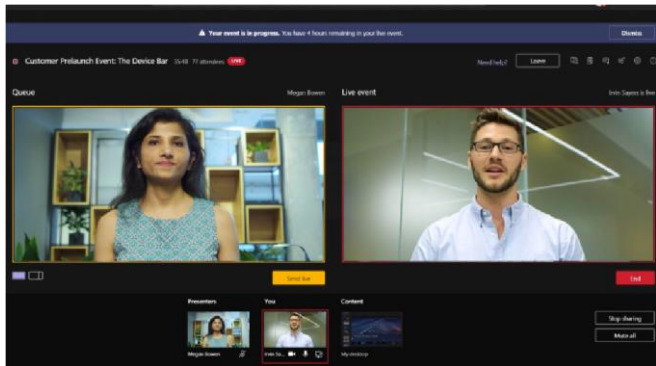


Microsoft Teams Live Events Consulting Service

Focus on your message while AVI-SPL handles your Microsoft Teams Live Events preparation and production.



Virtual events have become a strategic method for reaching your target audience – anywhere. Punctuate the importance of your message with professional polish from AVI-SPL Teams Live Event consulting services.

Your critical communications deserve to be presented in a way that will provide measurable impact. AVI-SPL provides expert planning and production teams ensuring your platform is ready and your presenters prepared. We make the experience easy for the presenter and impactful for the participants.

Before, during, and after your event, AVI-SPL's Live Events team will provide the necessary planning, support, and performance insight needed for event success. From guidance on best practices, assuring best possible on-camera image through to post event follow up we help ensure your message is delivered flawlessly.

Pre-Event

- Objective & agenda review
- Participant access requirements assessment
- Technology platform consultation
- Content collection
- Event rehearsal
- Event scheduling assistance

During the Event

- Pre-event setup
- Event launch
- Presenter announcement & transition cues
- Video feed coordination
- Content push
- Tech line/chat coordination & moderation
- Q&A moderation
- Mute/unmute
- Recording & stream management
- In-conference support

Post Event

- Attendee reporting
- Q&A chat transcript
- Recording URL distribution
- Recording file download, distribution
- Call quality reporting