

## Help to ensure the success of your online event with expert help.

Get the results you're looking for with the help of a certified Cisco WebEx Assist producer on your team. From event strategy through results delivery, receive experienced technical support for one to seven weeks, as needed.

<b>Week 1</b>	
Assist setup	<b>Thirty minutes</b>
Receive Event Coordinator assistance to:	<ul style="list-style-type: none"> <li>Assign your WebEx producer.</li> <li>Schedule consultation, dry run, and live event.</li> </ul>
<b>Consultation</b>	
Receive a one-hour personal consultation and the help of a behind-the-scenes producer to:	<ul style="list-style-type: none"> <li>Help identify event goals.</li> <li>Establish best strategies and practices.</li> <li>Schedule the event. Send invitations.</li> <li>Set up the event enrollment and landing page.</li> <li>Select the right enrollment method.</li> <li>Choose appropriate telephony.</li> </ul>
<b>Weeks 2-3</b>	
<b>Dry run</b>	
Receive a one-hour technical rehearsal and the help of a behind-the-scenes producer to:	<ul style="list-style-type: none"> <li>Outline event agenda and plan.</li> <li>Assign roles and responsibilities.</li> <li>Plan how to handle disruptions.</li> <li>Understand technical details.</li> <li>Create polls.</li> <li>Learn how to demonstrate, poll, share your desktop, and more.</li> </ul>
<b>Week 4</b>	
<b>Pre- and in-event support</b>	
Receive the help of a producer to:	<ul style="list-style-type: none"> <li>Ensure the host can start the event.</li> <li>Verify event roles and responsibilities.</li> <li>Load the presentation.</li> <li>Make sure all presenters join successfully.</li> <li>Answer technical questions before and during your event.</li> <li>Prepare the event for recording.</li> <li>Manage poll taking.</li> </ul>
<b>Week 5</b>	
<b>Post-event results</b>	
Receive the help of a producer to:	<ul style="list-style-type: none"> <li>Edit and finalize your event recording.</li> <li>Compile enrollment and attendee reports.</li> <li>Aggregate your poll, chat, and Q&amp;A results.</li> </ul>



**Boost your success by taking these FREE WebEx University classes:**

- Conducting Engaging Events
- Scheduling and Reporting Events
- Planning and Promoting Events