

# Pre-Event Questionnaire

Answers to these questions are designed to provide information regarding the event and will help the event planner in preparation of the event.

## Event Setup

### ■ **Company Branding**

How do you want the presentation branded to the sponsoring company? The Proclaim Enterprise system enables you to brand a color scheme, logo and company name for the sponsoring company. This information may be taken from a website or slide presentation.

### ■ **Name for Event**

What is the event name to be displayed during your presentation? (*Suggestion: use a very short phrase like "Company Wide Meeting"*)

### ■ **Name of Speaker(s)**

How do you want the name(s) of the speaker(s) listed? Please list the exact names as you wish them to be published, in presentation order. You may include titles and photos with the names. Please gather thumbnails of presenters and scale larger images to thumbnail size (65-88 pixels).

### ■ **Archived Event**

How many segments do you wish for the archived event? Will the break points be evident or will you provide timing for the break points? Be sure to include names of the presentations in the event. Also list the email address(es) to whom questions should be sent to for each presentation. (*These are questions that a viewer may have when looking at the archived event.*)

### ■ **Event Date/Time and Zone**

Is the date and time of the event to be displayed? If yes, please list the date, time and time zone.

### ■ **Broadcast Format**

What formats do you wish for the Live event? What formats do you wish for the Archive event? (*Choices are: Teleconference, Streaming Audio and Video, and Streaming Audio. You may also choose to have a combination of the above formats, including variations in the window size and/or bandwidth.*)

### ■ **Contact name**

Please list the contact name and phone number of the point person that makes the decisions regarding the event.

### ■ **Slides, Polls and Surveys**

Will you be using slides, polls or surveys? Slides, polls, and surveys may be displayed in the content area of the Viewer page, as a part of any live or archive event. For a Netbriefings produced event, slides may be emailed to [production@netbriefings.com](mailto:production@netbriefings.com) along with poll and/or survey text you wish to provide viewers. For other event types the customer should upload the slides to the event. We recommend you follow the Slide Tips document available in the Tips and Techniques section of the Netbriefings website and have a draft of the slides available for the dress rehearsal. Quick review of the slides may be made using hard copy of slide thumbnails.

## ■ **Events Location Logistics.**

Consider the location of the event. For video events consider lighting and location of the camera. For audio events consider the quality of the microphone or telephone where the audio signal will originate.

## ■ **Event Invitations**

Are you going to send invitations? (If no invitations are to be sent, skip to the next question.)

- Please send a preview copy to [production@netbriefings.com](mailto:production@netbriefings.com) before sending the invitations. We will review it for technical accuracy.
- When you send the final invitation, please copy [production@netbriefings.com](mailto:production@netbriefings.com) so we can be better equipped to answer any questions that may come from prospective viewers.

*Note: We recommend sending an invitation. It will serve to notify your prospective audience of the event and the steps necessary to be ready to view the event. It is our experience that people who haven't tested their system before the event normally are most likely not to attend or to have problems when they attempt to connect. The experience of these people will be less beneficial than you intended for the event. Invitations should also recommend that system checkout be performed at least a day before the event.*

## ■ **Netbriefings Website Customization**

What level of website customization do you wish to use?

- **Basic**  
This level includes providing the viewer a URL to the presentation on the Netbriefings website. This address will take the viewer through the system checkout as well. Your presentation may include your company's Logo and general color scheme similar to your company's website. The logo will be obtained from customer's website, unless provided otherwise.
- **Custom**  
Customization of the content and layout of web pages hosted by Netbriefings is available at an additional cost.

## ■ **Registration**

Do you wish to have control over who has access to the event? If you do, how much control are you looking for? There are five 'registration' features available with the base event price.

- **No registration**  
All viewers that have the event URL will be able to access the webcast. You will not be able to identify them, i.e., they are anonymous.
- **Open registration**  
Viewers must provide information about themselves prior to accessing the webcast. They will create a user id and a password during the registration process that they will use to access the actual event. This registration type requires the user to activate their registration before gaining access to the event.

- **Closed registration**

The sponsor of the event will provide assigned user ids and passwords, or specific TCP/IP addresses. Only viewers with this information are allowed to access your webcast. Netbriefings can also import a list of user ids and passwords at an additional cost.

- **Credit card registration**

Viewers must provide payment as well as information about themselves prior to accessing the webcast. They will assign a user id and a password during the registration process to access the event. Credit card information is handled via secure site.

- **Info registration**

A simple form asking for basic information will be presented to the viewer when entering the event. Once the viewer has self-registered, they are permitted to attend the event. You may select a password for the event that attendees will need to enter when completing the self-registration form. This form of registration does not require a unique user name and password. It is intended to provide a modest level of security.