Fact Sheet

Powered by
Microsoft Office
Live Meeting

verizonbusiness

Customized Net Conferencing

Features

Live PC sharing capabilities

Online whiteboards for brainstorm sessions

Single interface for audio and Web Meeting management

Benefits

Easy, reliable, and secure

Improved employee productivity

Real-time group collaboration

Powered by Microsoft Office Live Meeting 2005

Event Registration Feature

Large events—training, marketing, or other meetings—can often present special challenges, especially in managing and learning about the people who attend. Who are they? How did they learn of the event? What are their goals and expectations for attending? And what did they think of the event after it was over?

Knowing more about event attendees can help you make your event a success. In some cases, you might even want to control attendance according to the information you learn about your registrants in advance.

Event Registration, a feature of Customized Net Conferencing Powered by Microsoft Office® Live Meeting 2005, is designed to help facilitate large meetings and events. With Event Registration, users can create a page to collect pre-event attendee information to assist in the tailoring of the final message. In addition, Live Meeting Event Registration features will allow you to:

- Create a specific page for each event where people can register to attend
- Design the event registration page to ask specific, detailed questions of each registrant as they register for the event
- Manually approve participants' registration based on their responses
- Set meeting logistics, including date, time, and presenters
- Send surveys and notifications to registered attendees
- Create and publish statistical reports about the event

Utilizing Microsoft Office Live Meeting Event Registration Feature

Each event has an event schedule made up of one or more meetings (Live Meeting sessions). The meetings can be separate installments of a series of related overall event components, or they can be the multiple instances of the same event that are offered multiple times for attendees' convenience.

After a registrant is approved, Live Meeting will send a confirmation e-mail message containing a link instructing the registrant to "click" to join the meeting at the scheduled time. Additional communications can also be sent to the registrants before the event by setting up e-mail notifications, meeting entry questionnaires, and follow-up surveys.

Contact Us Today!

To learn more about the Microsoft Office Live Meeting Event Registration feature, please contact your Verizon Business account manager or call a conferencing specialist at one of the following numbers:

- U.S.: 1-800-480-3600
- Europe: +44-20-7950-9700
- Hong Kong: +852-2802-5888
- Japan: +81-3-5539-5100
- Australia: 1-800-505-500
- Singapore: 800-852-3221

You also can visit us on the Internet at www.e-meetings.verizonbusiness.com, where you will find a host of meeting-related resources.