

ADAPT YOUR FACE-TO-FACE EVENT TO VIRTUAL OR HYBRID

TOGETHER WE WILL IDENTIFY YOUR NEEDS

- **Who** and how many will attend?
- **What** type of event is best suited for your objectives?
- **Where** would you like to stream the event (e.g. social media, website)?
- **When** will the event take place and over what time frame?
- **Why** are you putting the content online?
- **How** do you envision the format for the presentation?

ONLINE EVENT TYPES

- **Webinar/Meeting**
Small to mid-sized informal meetings
- **Basic Virtual Event**
More polished content delivery
- **Full Virtual Event**
Full online meeting
- **Hybrid Meetings**
Add a virtual component to your face-to-face meeting
- **Networking Activities**
Connect with colleagues, suppliers and clients

INTERTASK CAN HELP!



Digital platform selection



Virtual meeting scope of work



Critical path



Attendee engagement options



Speaker coordination and preparation



Coordination of live and pre-recorded sessions



Virtual exhibit hall



Virtual exhibitor / sponsorship sales & support



Attendee support



Rehearsals



Q&A/Chat moderating

intertask ✓ conferences
a JPdL Company

To learn more, contact:

Peggy A. Nieghorn
Director, Business Development
pnieghorn@intertaskconferences.com
(o) 613-238-4075 ext.222
(m) 613-325-7486
www.intertaskconferences.com