



Events Best Practices

Fugent Events

An efficient vehicle for delivering valuable, relevant and consistent content in a live environment to:

- Attract Prospects
- Retain Customers
- Strengthen relationships

Keys to a Successful Event

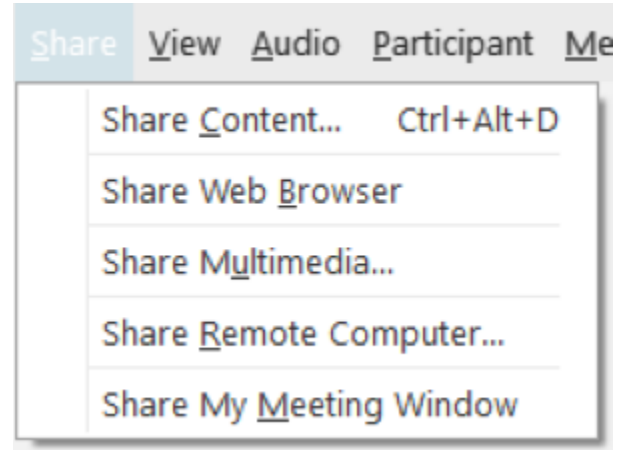
- Collaboration with your designers/presenters
- Build awareness
- Cross promote events
- Establish consistency
- Post supporting material
- Organize follow up campaigns
- Recognize industry registration & attendance metrics
- Understand it takes time to build

Test Presentation/Content

Prior to hosting your event, host a test event with an attendee to confirm your event will run smoothly.

Open your presentation, share a web browser and any applications you will be using.

Also, test run any multimedia presentations you plan to use in the event.



Always Start Your Events Early

Starting your event at least 15 minutes ahead of the scheduled time gives you time to load your presentation and manage how your attendees will interact with you and others in the event.

Also, this gives your attendees plenty of time to join your event as they cannot join until you start it.



Teleconference

When deciding on which teleconference to use with your event, some things to consider are:

Capacity – You can limit the number of registrants during the registration set up if your teleconference has a capacity limit.

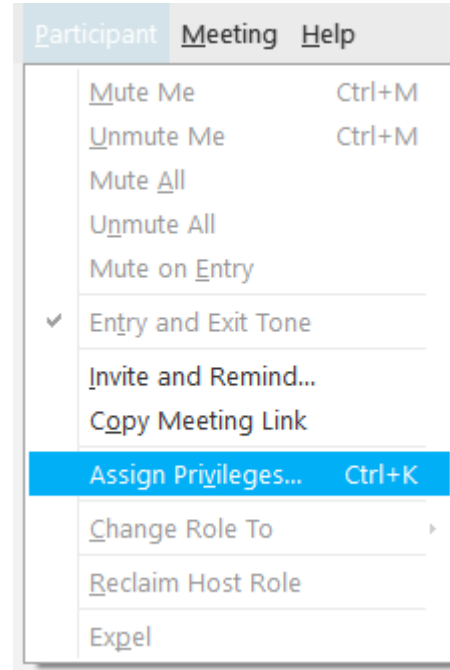
Managing Live Q&A – Will you need to use an operator assisted call to handle live questions?

Multiple Speakers – Can you mute everyone except the speakers, even if they're in different locations?

Assign Privileges

When you are hosting an event, you can set your attendees privileges to meet your needs.

Whether you want to allow your attendees to chat freely or print an open presentation, you can set the privileges by selecting **Assign Privileges** from the Participant menu in Meeting Center.



Communicate

The Communicate tab lets you specify that all attendees or individual attendees can send chat messages to:

Everyone

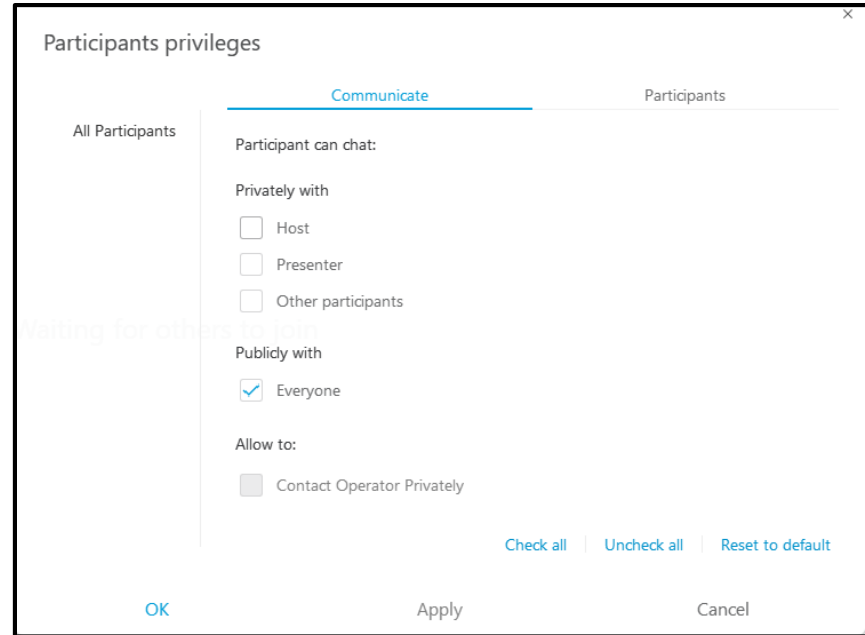
Only the meeting host

Great for managing Q&A

Only the presenter

Any other attendee, privately

You can also remove chat privileges at any time by unchecking the boxes.



The screenshot shows a dialog box titled "Participants privileges" with a close button (X) in the top right corner. It has two tabs: "Communicate" (selected) and "Participants". On the left, there is a sidebar with "All Participants" selected. The main content area is titled "Participant can chat:" and contains two sections: "Privately with" and "Publicly with". Under "Privately with", there are three checkboxes: "Host" (unchecked), "Presenter" (unchecked), and "Other participants" (unchecked). Under "Publicly with", there is one checkbox: "Everyone" (checked). Below these, there is a section titled "Allow to:" with one checkbox: "Contact Operator Privately" (unchecked). At the bottom right, there are three links: "Check all", "Uncheck all", and "Reset to default". At the bottom left, there is an "OK" button. At the bottom center, there is an "Apply" button. At the bottom right, there is a "Cancel" button.

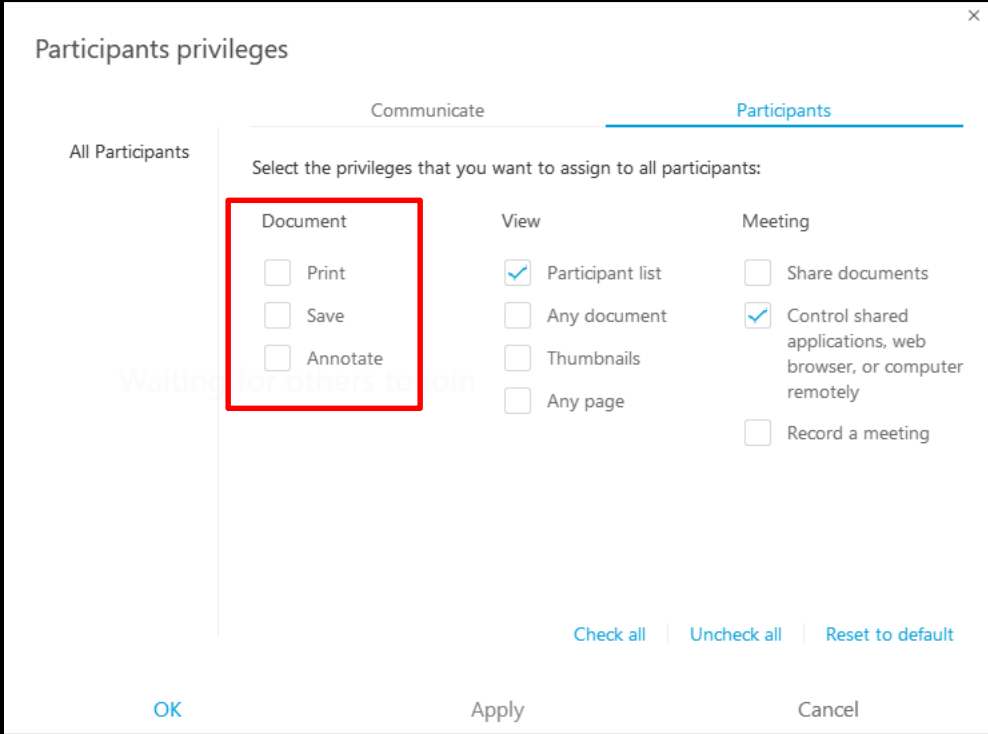
Participants

Under the Participants tab, you can set the privileges for your attendees for your open Presentations.

Print – print your open presentation to their printer

Annotate – use the annotation tools to publicly mark the presentation

Save – save your open presentation to their computer



Participants privileges

Communicate Participants

All Participants

Select the privileges that you want to assign to all participants:

| Document | View | Meeting |
|-----------------------------------|--|--|
| <input type="checkbox"/> Print | <input checked="" type="checkbox"/> Participant list | <input type="checkbox"/> Share documents |
| <input type="checkbox"/> Save | <input type="checkbox"/> Any document | <input checked="" type="checkbox"/> Control shared applications, web browser, or computer remotely |
| <input type="checkbox"/> Annotate | <input type="checkbox"/> Thumbnails | <input type="checkbox"/> Record a meeting |
| | <input type="checkbox"/> Any page | |

Check all | Uncheck all | Reset to default

OK Apply Cancel

Participants

View – things your attendees can see

Participant list – uncheck the box to keep attendees from seeing the other participants. You can still see the list.

The following allows your attendees the ability to navigate through your presentation:

- Any open document
- Thumbnail views
- Any page of the presentation

Participants privileges

Communicate **Participants**

All Participants

Select the privileges that you want to assign to all participants:

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| <input type="checkbox"/> Print | <input checked="" type="checkbox"/> Participant list | <input type="checkbox"/> Share documents |
| <input type="checkbox"/> Save | <input type="checkbox"/> Any document | <input checked="" type="checkbox"/> Control shared applications, web browser, or computer remotely |
| <input type="checkbox"/> Annotate | <input type="checkbox"/> Thumbnails | <input type="checkbox"/> Record a meeting |
| | <input type="checkbox"/> Any page | |

Check all | Uncheck all | Reset to default

OK Apply Cancel

Participants

Meeting

Share documents – gives attendees ability to open their own presentation without passing Presenter rights.

Control shared applications, web browser or computer remotely – allows you to pass control without passing Presenter rights

Record a meeting – allows your attendees to record your meeting

Participants privileges

Communicate | **Participants**

All Participants

Select the privileges that you want to assign to all participants:

| Document | View | Meeting |
|-----------------------------------|--|--|
| <input type="checkbox"/> Print | <input checked="" type="checkbox"/> Participant list | <input type="checkbox"/> Share documents |
| <input type="checkbox"/> Save | <input type="checkbox"/> Any document | <input checked="" type="checkbox"/> Control shared applications, web browser, or computer remotely |
| <input type="checkbox"/> Annotate | <input type="checkbox"/> Thumbnails | <input type="checkbox"/> Record a meeting |
| | <input type="checkbox"/> Any page | |

Waiting for others to join

[Check all](#) | [Uncheck all](#) | [Reset to default](#)

[OK](#) [Apply](#) [Cancel](#)