VIRTUAL EVENTS
LAKEHEAD UNIVERSITY
CONFERENCE SERVICES

WHICH PLATFORM DO I NEED:

ZOOM MEETING:
I'd like all participants to see & engage with each other. There is one or two presenters sharing content and they should control it themselves. I'd like a moderator to ensure participants are heard, questions are answered and best practices are followed for a successful meeting. Typically less than 60 attendees for a smooth event.

ZOOM WEBINAR:
There are one or more presenters, a moderator should control the content to ensure it seamlessly moves between presentations. Participants do not see each other, but communicate through a chat box & Q&A box.

PHEEDLOOP CONFERENCE:
I have sponsors, one-to-ones, vendors and encourage all participants to visit each booth at their own speed. I'd like different engagement tools such as gameficiation, photo booth, and social media connections. I would like to promote a schedule of events within this platform and use ZOOM for meeting or webinar requirements.

ABOUT US
The Department of Food & Conference Services oversees non-academic spaces, external client/group business on University property, and supports internal events for Faculty, Staff and Students. Our Department follows protocols and procedures for running successful events on campus and are here to ensure YOUR EVENT runs smoothly!
Bring us on board from the start of your event planning so we can work within your budget, needs and expectations: Your success is our success!

T: 807.343.8799 | **F:** 807.346.7819
E: conference.services@lakeheadu.ca
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Lakehead
UNIVERSITY

Food and
Conference Services

VIRTUAL EVENTS
LAKEHEAD UNIVERSITY CONFERENCE SERVICES

ZOOM WEBINAR OR MEETING SUPPORT

FROM $150.00 PER SESSION
FEE VARIES, BASED ON EVENT LENGTH & TYPE

+

PHEEDLOOP VIRTUAL CONFERENCE
BASIC PHEEDLOOP EVENT:
$7.50 PER REGISTERED ATTENDEE; $10.00 PER BOOTH
SESSION MODERATION FROM $150.00 PER SESSION

- **Coordinator Meeting** & Event Consultation
- **Contract & Confirmation** of timing & details for the event: attendees, vendors, outlining our costs & services. (Registration form information, number of prompts leading up to the event, speaker information & test-run date/time, information gathered post-event, moderation hours & timing...)
- **Lead up to Event:** Registration Landing Page, Reminders/Prompts for Event date, Housekeeping items (how to ask a question, your video/audio will be off during webinar, once the session is completed you'll be directed to a new page etc.)
- **Coordinator online for the duration of the event:** As arranged in the contract, the Coordinator is your moderator for the meeting, conference, event. They are on-site to assist with your Q&A, Speaker queue, presentation or screen sharing, comments or connection questions.
- **Post-Event Follow Up:** All registrant/demographic information, length of engagement, number of attendees, drop off time, poll results & recorded session will be compiled by your coordinator and sent to you in an easy to reference document.
- **Final Invoice:** The Coordinator compiles all of the event costs into one easy to view invoice, so your budget transfer happens at one time: this will include the actual number of attendees that registered for your event.
- **Event Feedback & future planning:** Our offices keeps past events on file, including comments/notes from one event to the next. Whether your team changes year to year, you like how another event was planned or you would like advice on the best practice for your idea, our Coordinators have information on file & experience to guide you through the process.

START THE PROCESS
EMAIL TODAY
What we need to know:

- **Event Date, Time, Length, Type of Event:** *Conference, Meeting, Tradeshow | Virtual, Hyrbid*
- **Number of Attendees, Who is your Audience?**

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