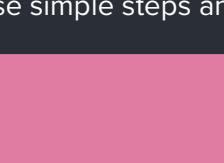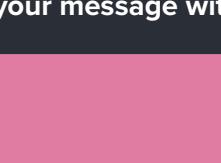# event
by loopup

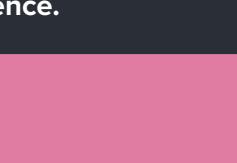# 4 STEPS TO THE PERFECT
OPERATOR-ASSISTED EVENT CALL

All hands
Meetings

Company-wide
Briefings

Earnings
Calls

Training
Sessions

Effective preparation is the key to successful event calls for large audiences.
Follow these simple steps and **deliver your message with confidence.**

1. PREPARATION
Ensure everything is set up correctly

1. **Number of guests** – Whether it's 10 or 10,000, provide an estimate to reserve network capacity

2. **Language** – Choose the language(s) you'd like your operator to use on your call

3. **Guest information** – Company, role, contact details – decide what information you'd like to collect

4. **Dial-in access numbers** – Select local or toll free numbers so your international guests can join easily

5. **Billing Code** – Recharge call costs to a department, project or client

6. **Test call** – Conduct a sound-check or a full rehearsal to practice your pitch

7. **Host early dial-in** – Schedule additional time with your operator ahead of the main call

2. JOINING THE MEETING
Set the right balance between convenience and security

Select the most appropriate method for guests to join your call

PIN ENTRY

Large-scale calls requiring simple entry

Guests receive a PIN to join. No wait time or attendee limit

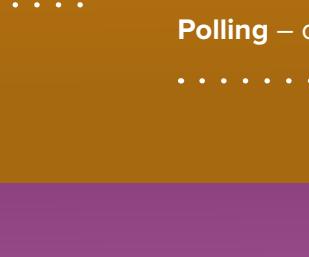**PRE-REGISTRATION**

More secure calls

Guests pre-register online

Hosts receive guest information before the call and attendance data afterwards

OPERATOR GREETED

Calls requiring the personal touch

Guests join with password / PIN and are greeted by an operator

OPERATOR ASSISTED CALL

3. DURING THE CALL
Choose how to interact with the operator and guests

CALL CONTENT OPTIONS

Pre-recorded content – play audio or video recordings

Slide share – present slides

Screen share – share documents, applications or other types of content

Video – share live video

INTERACTION WITH OPERATOR AND GUESTS

LiveChat – exchange text messages with your operator

Attendee visibility – see who's on the call at any time

Managed Q&A session – invite questions, choose which ones to respond to

Polling – capture audience opinion in real-time

4. AFTER THE CALL
Share information and follow up for an effective meeting outcome

1. **Guest list** – receive a list of participants

2. **Call recording** – access an audio-visual call recording and share with guests via a dial-in number or web link

3. **Transcription** – share a call transcription with your audience on the same day

4. **Post call debrief** – discuss feedback with your operator to make the next call even more successful

More than 2,000 firms around the world trust LoopUp with their important remote meetings, from day-to-day conference calls to high profile event calls.

To find out more about how Event by LoopUp can make your event calls more successful, contact us at **event@loopup.com** or visit **loopup.com/event**

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