

*Videoconference Solutions Inc.
is your partner for
high profile and important videoconferences*



Overview of Services Offered

- Venue location and reservation
- Audio/Video production coordination and management
- Presentation site production and management
- Catering coordination and selection
- Conference recording and distribution
- Network installation
- Multipoint bridging
- Audio conferencing integration
- Simultaneous web casting
- Registration
- Invitation design and distribution (electronic and paper)

Planning	→ Preparation	→ Execution	→ Evaluation
Objectives	Venues	Pre-production	Satisfaction
Audience	Equipment	Testing	Reporting
Requirements	Technology	Set-up	Objectives
Timelines	Program	Rehearsal	
Budget	Network	Operation	
		Co-ordination	