

Direct Event Conference Calling

You rely on conferencing to meet with co-workers, customers and partners for everyday meetings and large-scale events. On demand conference calls provide an easy way to get teams together, disseminate information and keep the lines of communication open. But as the size of your calls increases, keeping everything running smoothly becomes more of a challenge—participants to invite, attendee information to manage and scores of people to connect to the call. With Direct Event, you get more features and flexibility so you can take advantage of the convenience of automated conferencing while gaining the benefits of a full service event call.

Large-scale events with flexibility

Direct Event lets you conveniently host an audio conference without giving up extra features that help you make the most of your call. With Direct Event, you can:

- Host a company-wide quarterly review and get everyone into the call and up to speed with no delays
- Use the registration feature to automatically collect information about your attendees as they enter the conference
- Ensure that all speakers and attendees join to the call quickly and efficiently by streamlining entry with permanent leader and participant dial-in numbers.

What You Can Expect

Direct Event combines professionalism and personalization with automation. Your participants quickly and easily join the call with passcode expedited entry and an operator is available during your call to offer any assistance. Plus you can select from our full range of Surround-the-Call features to perfectly tailor each conference to your needs.

Our Direct Event conferencing service allows you to take advantage of the scalability and customization of Operator Assisted conferencing combined with the convenience of automated entry. Participants join your large event conference call by entering a passcode, eliminating the need to be connected by an operator.

- Expedite call entry with passcodes to allow participants to be placed into the event automatically without the assistance of an operator, reducing hold times on your call's front end
- Use Direct Event Registration before your call and automatically collect information about your attendees as they enter the audio conference
- Streamline entry into your conference with permanent leader and participant dial-in numbers, ensuring that everyone is joined to the event quickly and efficiently.
- Customize your event conference with Direct Event's comprehensive features, including participant reports, recording, streaming, Q&A and transcription.



Start a Direct Event Conference

1. Schedule your reservation by calling your reservations number listed on your welcome packet and/or welcome email.
2. Give your participants the date and time of the call and the appropriate dial-in number. Also provide participants with the passcode that you receive when you make your reservation.
3. At the specified time, dial your Direct Event dial-in number.
4. You will be greeted by an operator and placed into your sub-conference until you're ready to begin.

Information you'll need to make a reservation

- Your own number
- Your name, company number, telephone, fax and email
- Call leader's name
- Date and time of the call, including time zone
- Expected duration of the call
- Expected number of participants
- Any Surround-the-Call features desired

Joining an Operator Assisted Conference

1. At the specified time, participants dial your Direct Event dial-in number.
2. Participants will then need to enter your participant passcode
3. Enter your registrant ID, if Facts Complete is a selected feature for your call.
4. They will be placed into your conference on music hold until your conference begins.

Operator Assist Pre-Call Feature Guide

Passcode Expedited Call Entry Participants enter a passcode and are placed into the call automatically without the assistance of an operator, streamlining the process and reducing hold times at the beginning of your call.

Separate Dial-In Numbers Call leaders and participants dial into separate numbers ensuring that everyone is where they need to be in the most efficient way.

Optional Call Registration Direct Event Registration gives you the opportunity to collect information about your audience prior to the call. PIN code identifiers given to each participant upon registration enable you to determine exactly who was on your call without having to collect information as participants dial in.

Call Customization Our full complement of Surround-the-Call features, from Participant Report to Encore digital recording, is available so you can select the combination that best suits each call's purpose.

Telephone Keypad Commands

Control your conference call with a touch of a button on your telephone keypad

*0	Operator assistance for the conference
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