ORDER FORM
Industry Session Extras

Service A: Session Content Upload for Convenors

Company representatives (max. two persons) get access to the individual m-anage session and can upload:

- session description (if purchased in session view from the main client)
- individual speakers' presentations

Mandatory: Please deliver 2 email addresses per session attached to each Symposium.

Session Title	Session Date	Session Room	Company Representative 1	Company Representative 2
Test Title	12.09.2021	Room 12	email1@test.de	email2@test.de
...				

Service B: Interactive Audience | Voting

HYBRID

only for live presentations possible

Features:

- Online voting (WIFI required)

- Max. 6 answer possibilities

- Fully integrated into the presentation management system

- Speaker activates voting during presentation on click

- Correct answer or multiple selection can be activated

- 10 questions per session included

- Voting for online participants via the live stream player of the conference website (if room designated for live stream)

- Results will be shown on the presentation stream

Requirements:

- Use of the M|Events presentation management system is mandatory

- Voting questions can be uploaded during the presentation upload (embedded on slides within the presentations)

how voting is projected in the session-hall step by step:

1. voting question

2. voting question activated

3. voting results

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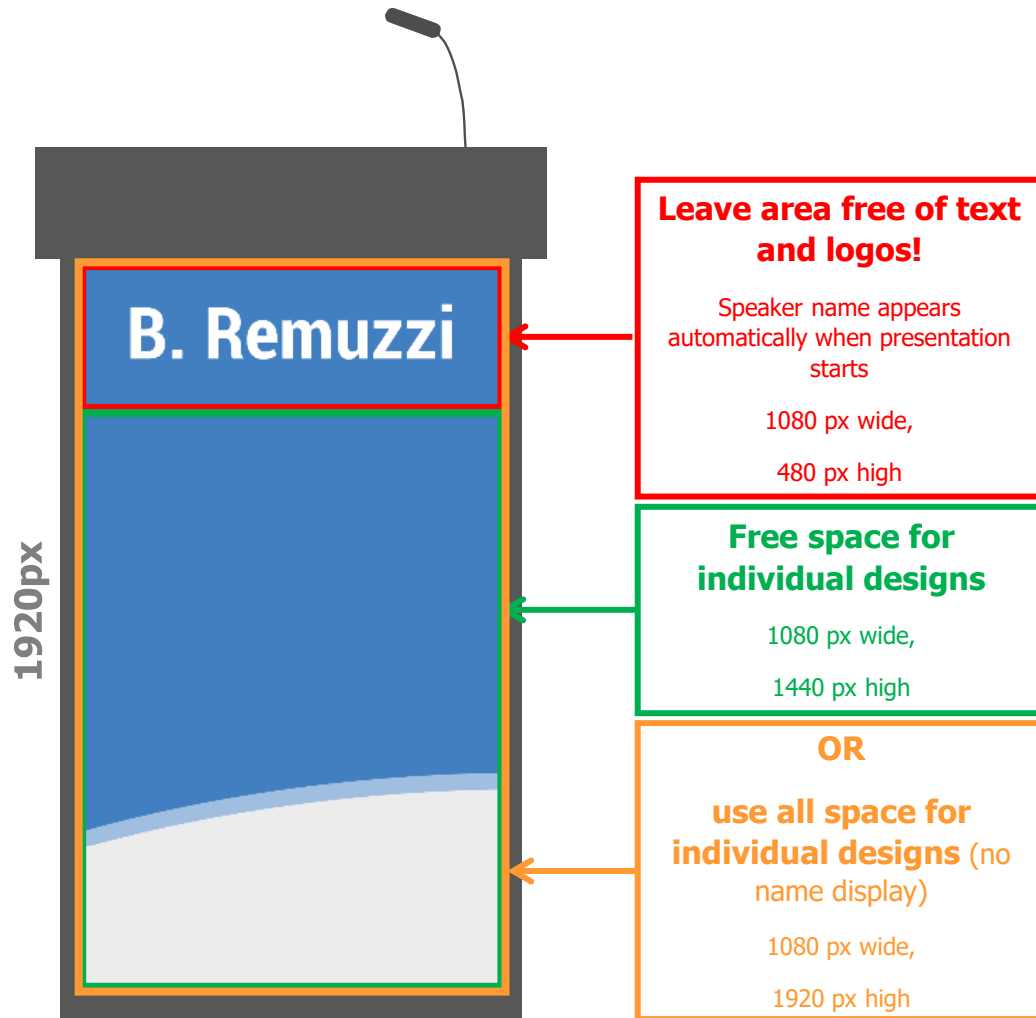# Service C: Intersession Slide Show

individual | room main projection

- A slide-show, or a video that will be played on loop in the room before the actual session start

- Integration and duration of the supplied files to be defined per conference and room in advance.

- Format 16:9, Full-HD 1920x1080px

Service D.1: Branding

Digital Lectern Branding

Leave area free of text and logos!

Speaker name appears automatically when presentation starts

1080 px wide,

480 px high

Free space for individual designs

1080 px wide,

1440 px high

OR

use all space for individual designs (no name display)
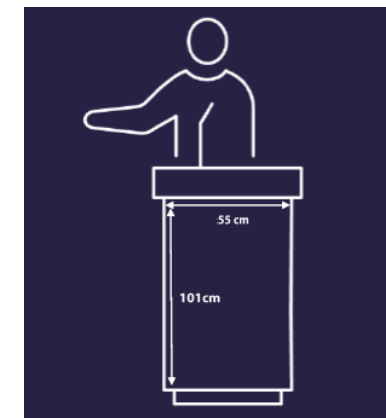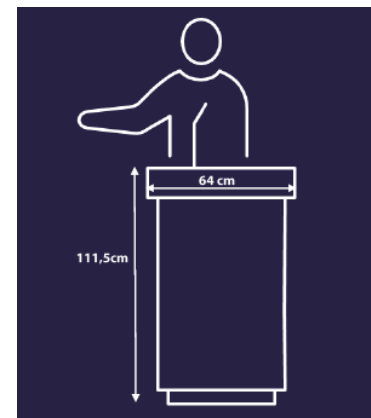
1080 px wide,

1920 px high

One digital lectern with one integrated 40" vertical front display will be placed on the stage of the session room.

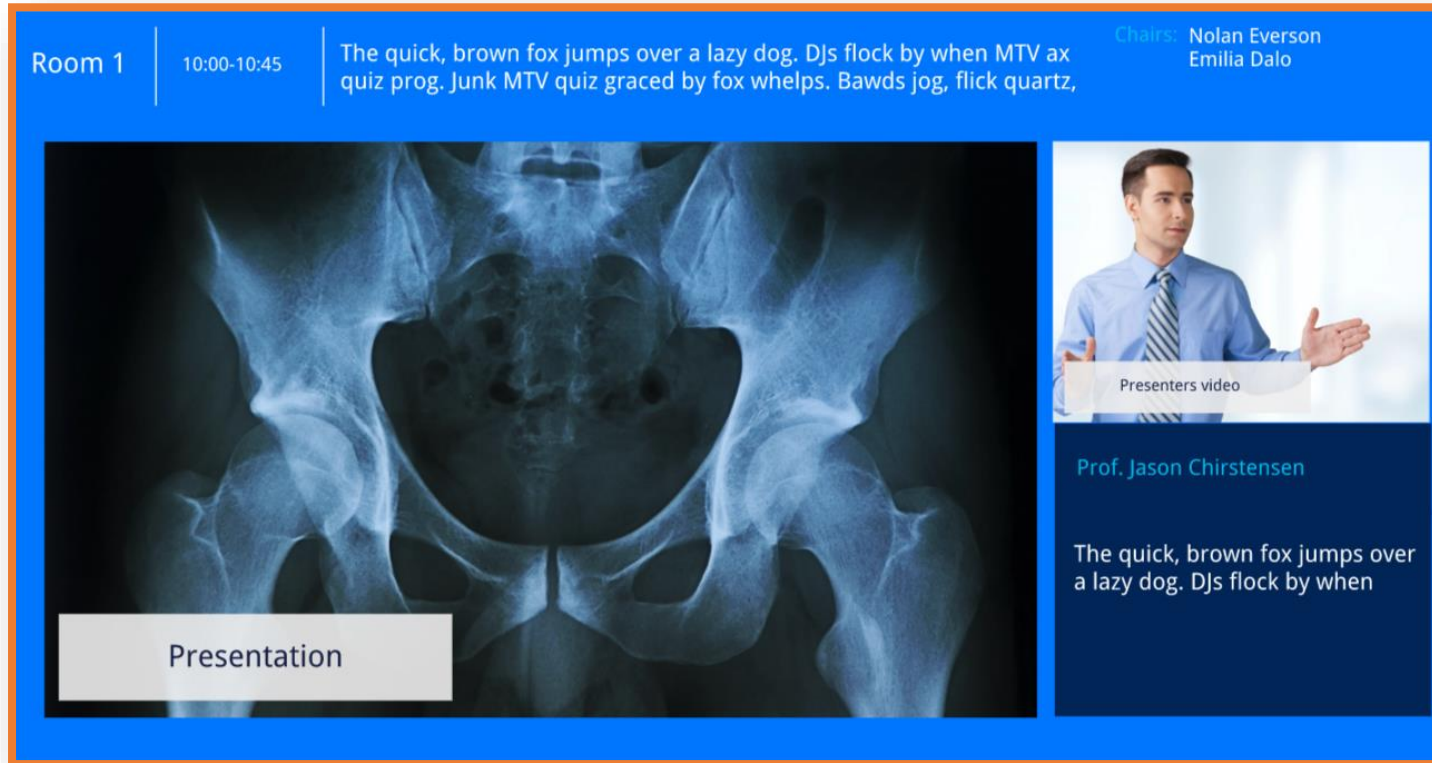Resolution: 1080 px wide, 1920 px high, 96 dpi

Please provide:

- 1 background image (PNG, JPEG or similar graphic format) with 1080 px wide and 1920 px high in 96 dpi

- if speaker name shall be displayed leave the top 480px plain and indicate the text color for the name

- if the speaker name shall not be displayed prepare a full screen image

Service D.2: Branding
PiP Background Branding

Room 1 | 10:00-10:45 | The quick, brown fox jumps over a lazy dog. DJs flock by when MTV ax quiz prog. Junk MTV quiz graced by fox whelps. Bawds jog, flick quartz,

Chairs: Nolan Everson / Emilia Dalo

Presenters video

Prof. Jason Chirstensen

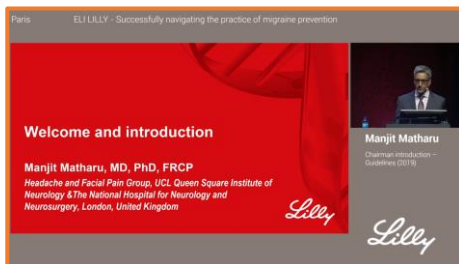The quick, brown fox jumps over a lazy dog. DJs flock by when

Presentation

Includes the integration of one individual background design for one symposium.

- The dynamic content (session title, session room name, chair names, speaker name, presentation title) as well as slides (ppt) and speaker photo or camera picture will be generated automatically and always be placed overlaying the background design.

- These items cannot be modified or removed.

- Background design will be visible during the entire session (during presentations, speaker change etc.).

Requirements:

- The ready-made background designs has to be delivered by the company **7 days** before the congress.

- Background design specifications:
  1 image (PNG, JPEG) in 96 dpi with 1920 px wide and 1080 px high (for 16:9 projection format)
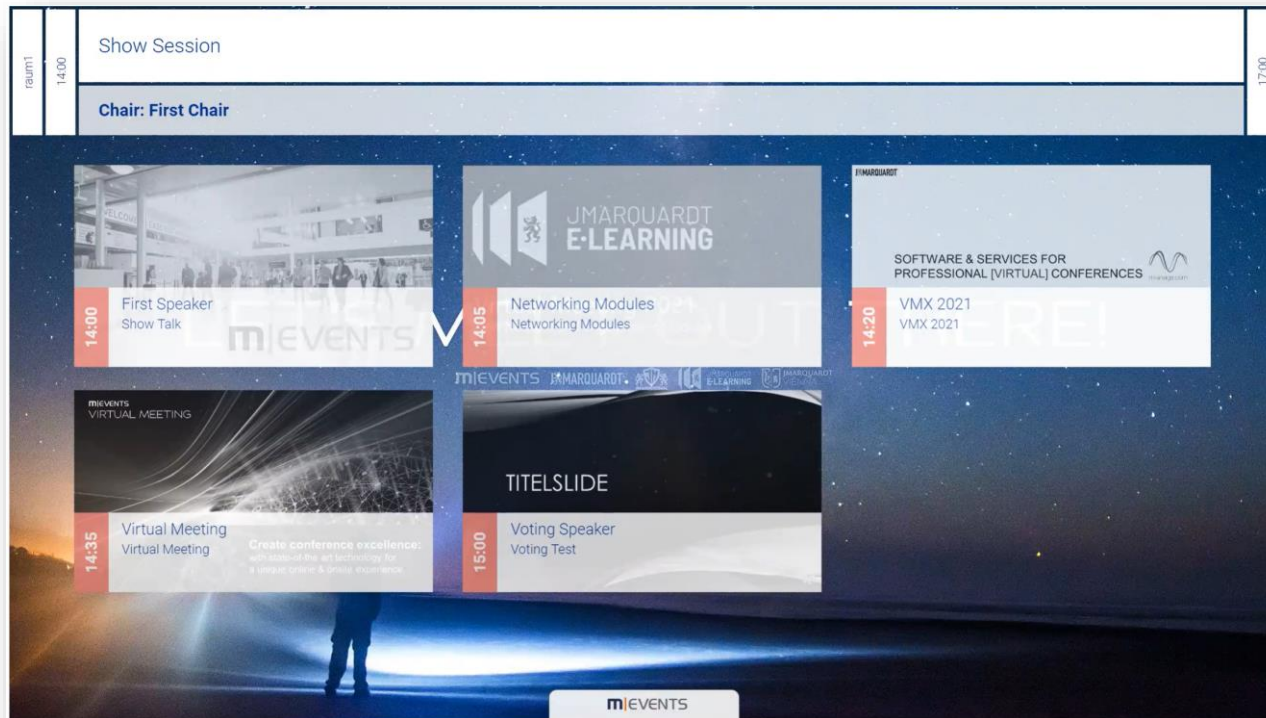
Examples:

Individual session branding during live presentation in PIP view if default congress setting will be used. If pre-recording in PIP view will be delivered, the pre-recording will be shown in full screen mode (entire orange framed area).

Service D.3: Branding

Main Projection Branding – rooms with full screen mode (no PIP)

- Background of the menu can be branded with an individual design.
- Content will be generated automatically and always be placed overlaying your background design (session title, session room name, chair names, presentation buttons with speaker name and presentation title, M Events help button, etc.). These items cannot be modified or removed.
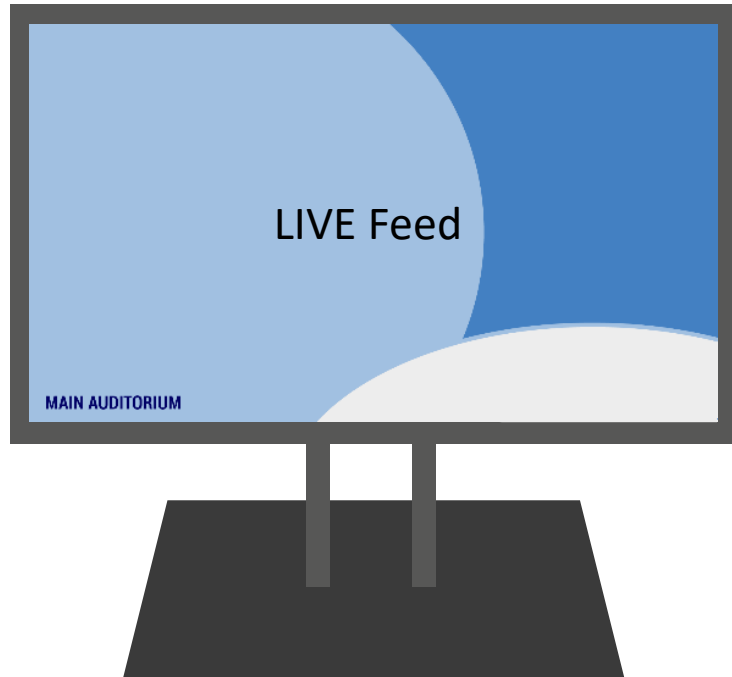
Please provide:

- 1 background image (PNG, JPEG or similar graphic format) with 1920 px wide and 1080 px high (for 16:9 projection format).
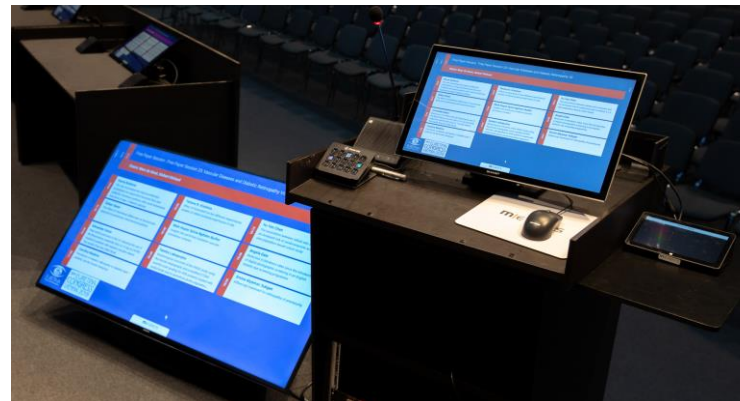

Please keep the red section 200 px free of logos or text

This section is reserved for your background only.

Please keep this section free of any logo or text.

The green section 150 px is reserved for your logos or text

1920 px
200 px
1080 px
150 px

Service E: OnStage Setup
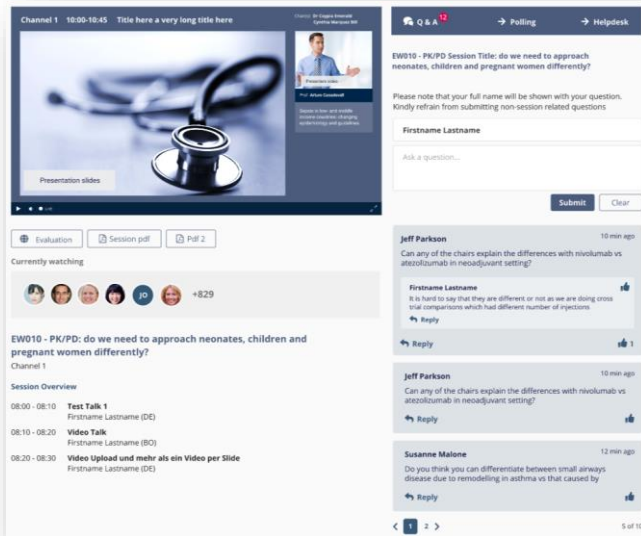
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LIVE Feed

MAIN AUDITORIUM

- Book additional preview screen(s) in addition to the one already placed on lectern and interactive chair tables (if part of the standard room setup)
- 42" or 55" preview screen on stage to show remote speaker, slides or Q&A questions to the chair/speaker.
- Comes with floor stand
- Next to speakers desk or other preferred position on stage

Service F: Interactive Audience | Q&A

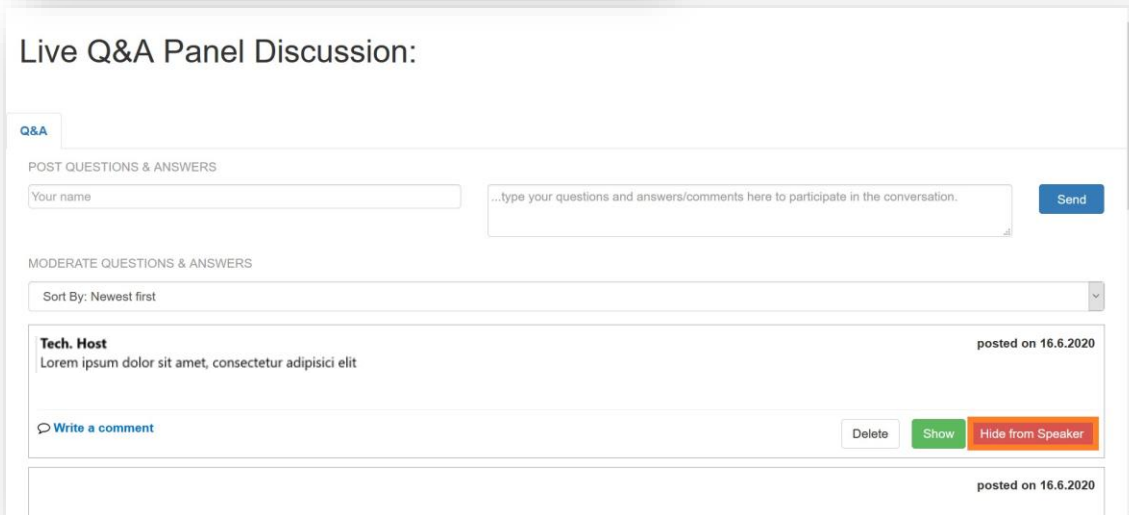## IPad, connected to the virtual audience Q&A, for Moderation/Chair

During a live-session the audience can interact in real-time:

- Ask a question to the chairpersons

- Filter option for all incoming Q&A

- incl. audience rating of the incoming questions

- onsite participants can send their questions or comments via their own digital device

- QR Code with the website link can be displayed on the projection screen
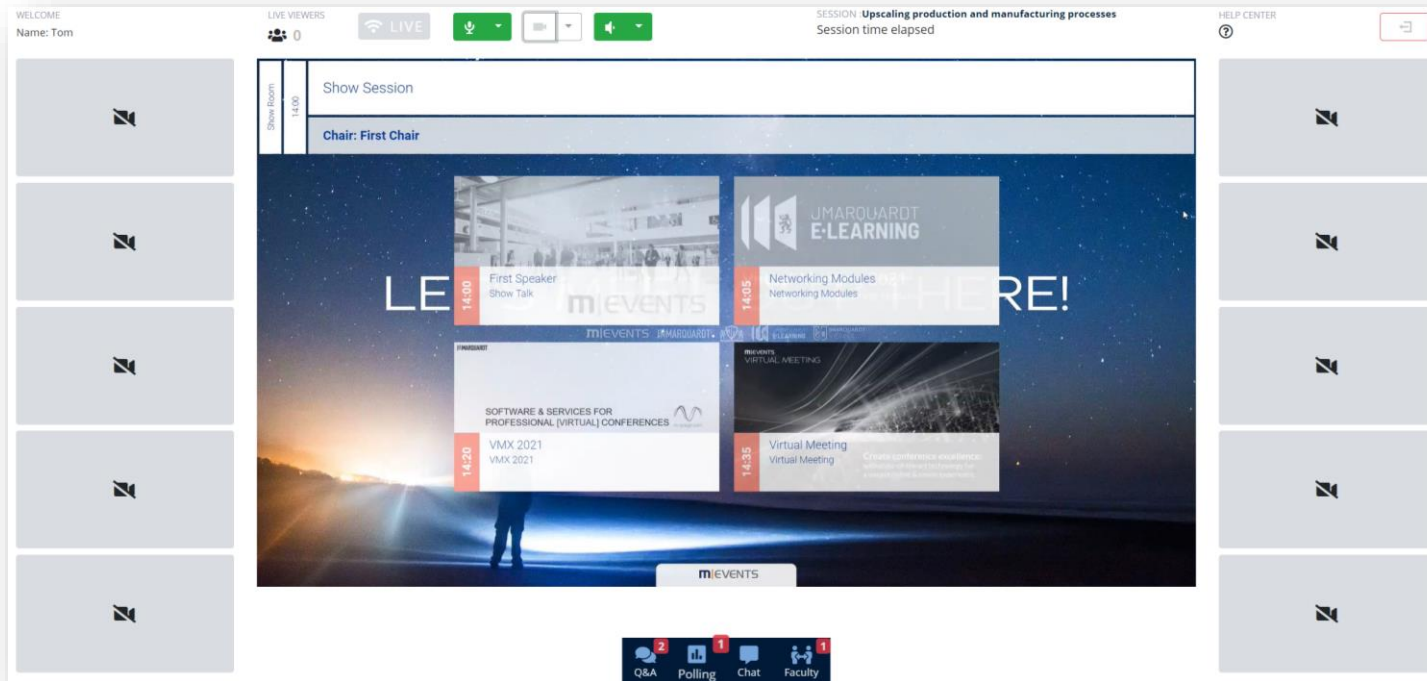
Requirements:

- "Q&A" - modul via the Virtual Meeting Service package

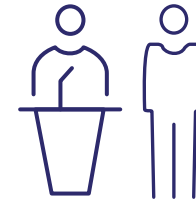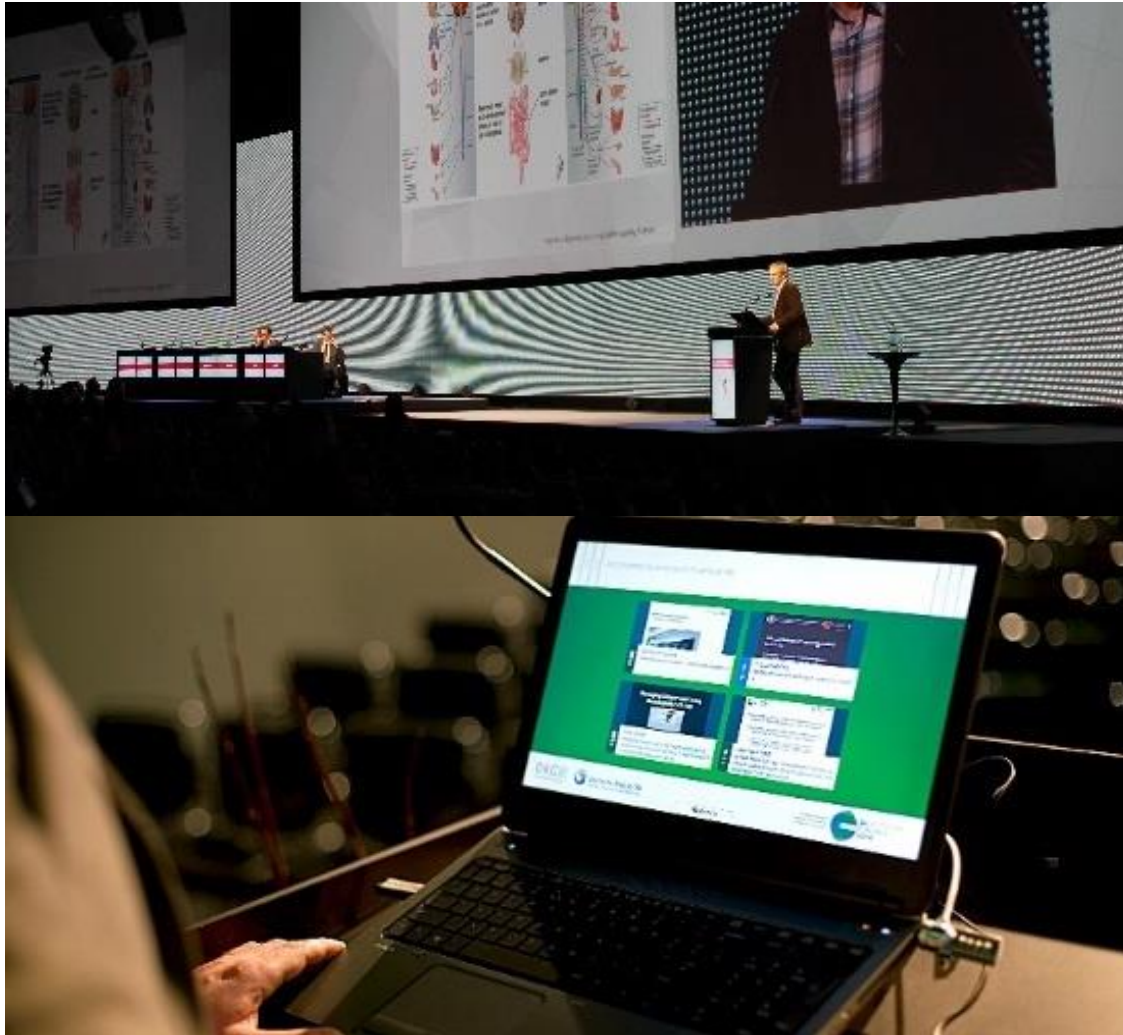# Service G.1: Individual Session Rehearsal

per session

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A dedicated hybrid rehearsal in the session hall to test full functionalities such as:

- max. 1 hour duration (timeframe to be defined)
- incl. dedicated technician
- 1-2 company representatives can be invited
- Polling, Evaluation etc. testing is possible (if booked and templates for setup are submitted until the deadline)
- final presentations and/or pre-recordings needs to be uploaded to the presentation management system beforehand until the mentioned congress deadline
- Final show flow (agenda running order with details) is required
- final rehearsal slot needs to be coordinated according to the congress programme and setup days

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Service G.2: Assisted Session Service

Pro Sitzung

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A dedicated technician to provide technical support for the industry session's special requirements (for up to 2 hours).

Kindly take note of:
▪ Our technicians are permanently monitoring all rooms and take care of technical concerns for all sessions in their standard setup. However, if you are having special requirements and you wish to book an individual technician to take care of your session only for the full duration of the session, please choose this service.

Optional:
▪ Book additionally your dedicated technical rehearsal with the same technician (up to 1 hour).

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- The evaluation form can be made available and included during the live days as part of the live streams and on-demand sessions. For on-site participants, the QR code and/or URL should be included in a presentation (e.g. closing slides or similar).

    - Free text entry
    - Rating
    - multiple choice

- One export as excel-file with the results is included and supplied within 72 hours after the last live session of the congress is over.

- **Optional:**
  External Evaluation can be embedded via provided link – on request

Please supply the questions at least **14 days** prior to live event days to industry@m-events.com.

Please note: If submitted after the deadline, M Events will try its best to implement but does not take any responsibility to process it in time.

Get inspired by our demo evaluation: www.research.net/r/DEMOEVENT1

Package includes the online publication of one symposium via OnDemand-Platform incorporating the following content:

- session webcast will be published according to programme agenda flow
- Produced with a fully automated webcast production system (webcast production starts with open a presentation and stop by closing a presentation)
- One webcast per programme agenda slot where a presentation have been uploaded and opened during session

Requirements:
- Use of the M|Events presentation management system is mandatory
- Speakers have to agree to the publication (or session convenor/symposium organizer on behalf of)

Service J: Tracking
Lead Retrieval for symposia or profiles

VIRTUAL

Please allow our company to know that you were here ✕

Optional short explanation regarding what will happen with user data and why this is collected.

Contact Data you are about to share

Email Address
First Name
Last Name
City
Country
Profession

Read and confirm terms and conditions below to enter

⌄ Terms & Conditions

1.2 The User undertakes to use the user account in a fair and proper way, in compliance with these General Terms and Conditions; he/she shall behave in a manner consistent with user account rules, laws and regulations in force, public order and morals, and the rights of third parties.

1.3 The User shall refrain from any behaviour that is illegal or would constitute fraud with respect to the European Academy of Neurology, other users, or third parties.

1.4 The User shall refrain from collecting in any form whatsoever, information on other users without their consent, either manually or automatically, such as e-mail addresses, particularly in order to send non-

☑ I hereby confirm the terms & conditions

[Yes, I want to enter] [I want to enter anonymously] [Cancel]

Participant will get a pop-up, when entering a session or profile.

- Collected data to be defined by congress and dependent on registration information.

- Congress Terms and Conditions implemented per default.

- If the company has own terms & conditions these can be implemented on request.

- One time excel export with Lead Data to client post event (Date to be defined by customer).
- Additional exports upon request

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Service K: Audio-Upgrade

Per Session

Additional wireless handheld or headset microphones.

The following configuration is possible:

▪ Audio Upgrade 1: 2 Headset or handheld wireless Microphones with Receiver

▪ Audio Upgrade 2: 4 Headset or handheld wireless Microphones with Receiver

▪ Audio Upgrade 3: 6 Headset or handheld wireless Microphones with Receiver

▪ Audio Upgrade 4: 8 Headset or hand wireless Microphones with Receiver

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PowerPoint Advancer rental for mid to large-scale events where reliability is key to the success of your presentation event! This slide advancer rental includes a compact signaling solution to send cues to the projectionist while controlling the slide advancement simultaneously.

Includes:

2-Button transmitter

USB-powered cue light and signal relay

Remotely control your presentations without worry of signal failure

Range of over 300 ft in even the noisiest RF spaces!

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