

Professional Virtual Meeting Services



Are you ready to host a professional virtual meeting – from somewhere other than home?

Our dedicated team can help.

With the right mix of technology, planning services, safety protocols, and state-of-the-art meeting space, we can elevate your next meeting and engage your virtual audience from start to finish. We offer easily accessible spaces just inside the door, free parking out front, and the highest standards of cleanliness and hygiene.

Whether you're planning an important meeting, immersive training day, or complex week-long conference, trust our dedicated team to take care of all the details so you can focus exclusively on your event.



Some things to help start the planning

- > How many presenters will there be?
- > Will all presenters be in one location or separate locations?
- > How many virtual attendees will you have?
- > Will your event include other interactive sessions such as polling, Q&A, ability to ask questions throughout, ability to discuss/collaborate, breakout sessions or workshops?
- > Are there any specific needs we need to consider for your meeting, your presenters or your audience?

Virtual Meeting Packages

Presentation Package

This is a one-way virtual presentation which can incorporate slides, video, camera and a Q&A option for participants.

Hybrid Virtual Package

This package has a mixture of in-person attendees and virtual. In-person attendees may be in the same room at BMO IFL, or can be separated into our many meeting spaces in order to adhere to physical distancing protocols.

Multi-Day Virtual Conference

Planning a multi-day event? We can help with all your technical, planning and safety protocols. Professional support with virtual registration, meeting management, branded webpages, archive of video recordings and more.

Webcasting

This is for short (1-2 hour) presentations or hybrid virtual events, with up to 1000 or more attendees. The quality of video and ease of use for the attendee makes this an attractive option; only a web browser is required. Interaction with attendees is limited.

Group Meeting Package

This package allows for a two-way virtual meeting with in-person presenter(s) and virtual attendees. Meeting options include the incorporation of slides, videos, camera, Q&A, virtual breakout sessions, and polling. This meeting format lends itself to smaller groups of virtual participants, or a larger group presentation session that would then break out into smaller groups.

Our Packages Include

- Pre-event management
 - Host operator
 - Technical support person
 - Full rehearsal & testing
 - Camera crew
 - Team building activities
- Equipment
 - Laptops
 - Cameras w/tripod
 - Video switchers
 - Audio conference system
 - HD/USB video interface

Overflow Rooms Include

- 1 laptop w/camera (connected to projector)
 - In-house speakers
 - Audio conference system
- 1 handheld microphone on stand for Q&A
 - Overflow room participants can utilize the Q&A function within WebEx
 - Technical support person (on-call)

Our dedicated team is ready to help. Contact us today at eventreservations.ifl@bmo.com or (416) 490-4389.

Note: As with all virtual events there are possible unforeseen challenges that may arise, from network traffic, participant technologies, and possibly user error. All efforts will be made to ensure events are as successful as possible.