

# BMO IFL Virtual and Hybrid Meetings



Put your **trust** in BMO IFL for your next virtual or hybrid meeting.

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

A successful meeting requires detailed planning. BMO IFL delivers the right mix of planning services, technology, safety protocols, and state-of-the-art meeting space to elevate your meeting and engage your virtual audience from start to finish.

## We offer several packages:

- > Presentation Package
- > Group Meeting Package
- > Webcasting
- > Hybrid Virtual Meeting Package
- > Multi-Day Virtual Conference

## All of our packages include:

### Personalized Support

- ✓ Pre-event management
- ✓ Dedicated tech support specialist
- ✓ Host operator
- ✓ Full rehearsal and testing

### Technology

- ✓ WebEx hosting
- ✓ Up to 1,000 virtual attendees
- ✓ Laptop rental
- ✓ Attendee engagement measurement

### Optional Items

- ✓ Speaker(s) located at BMO IFL or other location
- ✓ Event recording
- ✓ Breakout sessions
- ✓ Polling
- ✓ Q&A

## Virtual Meeting Packages

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All packages use the WebEx platform to bring virtual presenters and attendees together. For BMO events, Skype for Business and Microsoft Teams are also available.

### > Presentation Package

A broadcast meeting is a **one-way virtual delivery** of information which can include slides, videos, live camera, and Q&A options for participants.

Included in this package:

- Audience capacity of up to 1,000 people
- Hosted through WebEx with audio (*option of hosting audio through a Bell conference line with operator assist for an additional charge*)
- Pre-event management
- Host operator
- Technical support specialist
- Full rehearsal & testing
- Laptop rental
- Complimentary event recording (*optional*)

**2-4 Hour Event** (starting at \$2100)

**Full-day Event** (starting at \$3300)

Pricing will be quoted on an event-by-event basis.

### > Group Meeting Package

A **collaborative** meeting is a two-way virtual conversation between presenters and participants. Content can be provided through slides, videos, live camera and Q&A, and may also include virtual breakout sessions and polling. Audience capacity is up to 1,000 virtual attendees, though these sessions are optimal with smaller groups.

We'll work with you to pre-plan and rehearse your meeting to make it a great success. If you choose to use the breakout session feature, consider having a facilitator in each session. We can help you think about your options.

**2-4 Hour Event** (starting at \$2100)

**Full-day Event** (starting at \$3300)

Pricing will be quoted on an event-by-event basis.

## > Hybrid Virtual Meeting Package

A **Hybrid** meeting can be either broadcast or collaborative with the addition of some in-person attendees. Attendees may be in the same space at BMO IFL, or split into many spaces. Audience capacity is up to 1,000 virtual attendees, plus the in-person audience.

### Main Room

- Hosted through WebEx with audio (*option of hosting audio through a Bell conference line with operator assist for an additional charge*)
- Pre-event management
- Host operator
- Technical support specialist
- Camera crew (2 people)
- Full rehearsal & testing
- Equipment rentals
  - Laptops
  - 2 cameras with tripod
  - Video switcher
  - Audio conference system
  - HD/USB video interface
- Complimentary event recording (*optional*)

### Additional/Overflow Room(s)

- 1 laptop with camera (*connected to projector*)
- Speakers
- Audio conference system
  - 1 handheld microphone on stand for Q&A
- Overflow participants can utilize the WebEx Q&A function if they connect individually on their own laptop (*personal headset required if connecting to audio*)
- Technical support person (*on-call*)

**2-4 Hour Event – Main Room** (starting at \$3825)

**Full-day Event – Main Room** (starting at \$5425)

**Each Additional Overflow Room** (starting at \$450)

Pricing will be quoted on an event-by-event basis.

## > Webcasting

Webcasting is suitable for shorter (1-2 hour) broadcast events and allows for a larger audience. Participants can ask questions, participate in polls and chat. This is an easy to use solution requiring only a browser, and the web stream can be password protected.

**2-4 Hour Event – Main Room** (starting at \$3825)

**Full-day Event – Main Room** (starting at \$5425)

Pricing will be quoted on an event-by-event basis.

## > Multi-Day Virtual Conference

We are pleased to offer all of the above packages for events that span multiple days. For these events, we can also provide online registration, session management, branded webpages and archival of video recordings. We recommend a minimum of 4 weeks planning time.

Pricing will be quoted on an event-by-event basis.

## > Add-ons to the packages above

- Slido polling (up to 10 questions)
- Q&A Technology

**2-4 Hour Event** (starting at \$500)

**Full-day Event** (starting at \$1000)

Pricing will be quoted on an event-by-event basis.



## 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?
- > How complex is the event? For example: is it multi-day?, a tradeshow?, does it require a dedicated landing page?
- > Who is your audience (internal or external)?
- > Will your event include other interactive sessions such as polling, Q&A, ability to ask questions throughout, ability to collaborate, or participant breakout sessions?
- > Are there any specific needs we should consider for your meeting, your presenters or your audience?

**Here's what some of our customers have told us about their virtual meeting experiences:**

*"The professional and excellent team at IFL were very responsive, understanding and accommodating to ensure that we had the best experience possible given the circumstances. The venue was clean and followed all public health protocols. Set up and tech was a breeze. We will definitely be returning to IFL for future engagements."*

*"I had the total pre and event support from the IFL team. True to form, our first virtual conference went off without any hitches. **The technical team handled everything** and were prepared for anything. They insisted on a dress rehearsal where any "bugs" were ironed out, so **I received positive feedback from speakers and attendees** to the smoothness of the production and no AV mishaps."*

***"AWESOME!!"** Exceptional video and sound quality. Great technical control of lighting and production."*

*"Even during these difficult times, the (IFL) team rose to the challenge. **They ensured health and safety protocols were a priority** and they worked proactively to keep up to date as city restrictions continued to change. Thanks to their partnership, we were able to execute several successful hybrid events."*

*"Our event was virtual; however, was done in such a way that it really didn't matter; **it was engaging.**"*