



Looking for technical help facilitating a board meeting?

Need to have a committee brainstorming session?

Meeting with your commercial exhibitors, concessionaires,  
or livestock exhibitors to provide consistent information to all?

—◆—  
**THE IAFE CAN HELP.**

**IAFE already has the Zoom licenses and staff experience to facilitate a meeting.  
Let us take something off your plate as you plan for 2021.**

### BASIC SERVICE INCLUDES

- (1) 30-Minute Facilitation/Setup Call
- (1) or (2) 30-Minute Rehearsal Calls
- (1) 2-Hour Session for up to 100 People

**TOTAL COST: \$150**

With adequate notice, the time and day of the week for the meeting are at your discretion. We are willing to work on your schedule to provide the best opportunity for interaction with your stakeholders.

#### **Customized needs and pricing are available.**

Examples may be: over 100 attendees, a Zoom webcast instead of an interactive Zoom call, or additional session hours that do not require additional setup or rehearsal times.

To start, please email the following to Kate Turner at [katet@fairsandexpos.com](mailto:katet@fairsandexpos.com):

- 1) Who is meeting? What is the goal of the meeting?
- 2) What is the number of people expected?
- 3) Who will be the organizers from your organization?
- 4) Will you want to show screens, PowerPoints, or videos? Who will show these?
- 5) When do you want to schedule the meeting?



Answer as many of these as you can in advance.

Your assigned zoom host will go over the options you have questions about during the consultation.

**Name/Topic of the Meeting**

*This will show in the invite.*

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<b><u>Date</u></b>	<b><u>Time</u></b>	<b><u>Time Zone</u></b>	<b><u>Duration of Meeting</u></b>
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**1) Will You Require Pre-Registration?** (This is not required)

Yes  No

*If no, skip to question 2.*

*If yes, we also need answers to the following questions:*

a) Do you need to approve attendees who register before they receive login information?

Yes  No

*If yes, who will do that?* \_\_\_\_\_

b) Can attendees join from more than one device?

Yes  No

*Pros and Cons: If an attendee's computer does not have speakers, they will need to also join from a phone, but allowing this also means they could share their link with someone else.*

c) Do you want attendees to have the option to share the information about registration to social media?

Yes  No

d) What information do you want to collect when they register?

*Last name is automatic.*

Address  City  State  Phone

Organization  Job Title  Comments

e) Do you want to create any custom questions to ask attendees during their registration process? If yes, please email questions when returning this form.

Yes  No

f) Do you want to brand your registration emails?

Yes  No

*Logo requirements: JPG format, 200 px by 200 px.*

*Banner requirements: GIF or JPG format, 640px by 200px.*

## 2) Enable Video for Participants?

Yes  No

*Enabling video will allow attendees with their cameras on to be seen.*

## 3) Do You Want to Incorporate Breakout Rooms During the Meeting?

Yes  No

*Please describe how these will be used, including the number of rooms, how people are to be divided, whether they can self-select a room or if they need to be pre-assigned, etc. Prior to the meeting we will need a list of room names and, if attendees are pre-assigned, we'll need their names, email addresses, and assigned room in an Excel spreadsheet.*

## 4) Would You Like to Have Your Meeting Recorded?

Yes  No

## 5) Do You Require Poll Questions?

Yes  No

*If **yes**, please email all questions and their available answers. Options include a letting them choose just a single answer, or to choose all that apply.*

*Limitations to knowing who answered:*

*If using registration, the name and email will show on results.*

*If not using registration, only authenticated users' names will show.*

*Or you can choose to have the answers be anonymous.*

*We can do up to 25 separate polls. There can be more than one question in a poll; all questions in one poll show on-screen together.*

- a) Do you want to share the results of polls with the attendees?  
 Yes  No

## 6) Who from Your Organization Will Email the Invitations to Join the Meeting?

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**Please return this form to  
Kate Turner, CMP, Director of Meetings at  
[katet@fairsandexpos.com](mailto:katet@fairsandexpos.com)**

**or**

**3043 E Cairo St  
Springfield, MO 65802**

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