

Operator Assisted Meeting and Event Solutions



Lighthouse Event Conferencing is a scalable, customized service that lets you streamline and manage your most high-profile meetings and events. Whether your audience is a dozen executives, investors and analysts or a 2500-member sales force, Lighthouse Conferencing brings everyone together in one seamlessly planned, managed and executed event.

Professional Meetings Every Time

Lighthouse offers two levels of service for you to choose from – Lighthouse Premium Event and Lighthouse Premium Passcode, combining features and services to create unique solutions for your most important engagements.

All service levels include an experienced conferencing expert to help you plan and conduct flawless meetings. With your goals and meeting scope in mind, that expert arranges reservations, coordinates specialists for enhanced services and ensures delivery of post-conference reports and recordings.

Webcasting

Lighthouse Webcast allows you to broadcast powerful messages to hundreds or thousands of people instantly. Webcasts can originate from anywhere at any time. All you need is a telephone and a browser connected to the Internet. Lighthouse does the rest, connecting you to thousands of participants via the Internet.

Lighthouse Webcast's intuitive interface makes delivering and viewing presentations simple and straightforward. No need for additional downloads.

Start your event by advertising with custom branded web pages, take registration, and send confirmations and reminders. Then conduct your live audio webcast with slides, text questions, polling questions and surveys.

Our Experts Focus on Your Goals

Experience: Our Client Services representatives boast an average tenure of almost 4 years.

Professional Care: We offer a full range of professional assistance, including a dedicated Event Manager and skilled Operators. These experts undergo months of intensive training, specialized courses and ongoing assessment to provide you the most professional service in the business.

Security and Reliability: From the latest encryption technology and industry-leading conference security features, to an advanced fault-tolerant and redundant architecture, Lighthouse Conferencing delivers some of the highest levels of security screening in the industry and provides 99.95% error free performance.

Manage Your Account Online

Schedule event conferences, adjust account attributes, check usage, download recordings, start a web-conference and more!

Learn More

Contact us today or visit our website and get the details on all our solutions. 877.234.3433 or sales@lighthouseconferencing.com.

ENHANCE YOUR MESSAGE WITH THESE FEATURES

BEFORE YOUR SESSION

- ❖ **Reservations:** Conferencing experts assist with reservations, coordinating specialists and enhanced services.
- ❖ **Event Invitations:** Send mass messages via email, fax, or voicemail.
- ❖ **Fulfillment:** Send advanced information to invitees.
- ❖ **Web Registration:** Collect information in advance from participants.
- ❖ **Event Production Services:** Specialists coordinate rehearsals and advise on timing, flow, and techniques.
- ❖ **Caller Entry:** Instant Passcode entry with automated participant data collection, or an operator will personally screen and greet each caller.
- ❖ **Participant Verification:** Dedicated operator can remove participants when notified during pre-conference or via the behind-the-scenes CommLine.
- ❖ **Pre-Meeting Consultation:** Minutes prior to start time, a lead operator consults with speakers to review meeting flow and features requested.

DURING YOUR SESSION

- ❖ **Professional Announcer:** Kicks off the call and introduces speakers.
- ❖ **CommLine:** Open Phone communication between client contact and dedicated operator.
- ❖ **Dial-Outs:** Personally escort important attendees into the call via an operator.
- ❖ **Host Controls:** Display attendee data in real time.
- ❖ **Custom On-Hold Music and Announcements:** Client-provided information can be played for the call (Premium Event Only).
- ❖ **Lecture Mode:** All lines are muted to minimize interruption and unwanted noise.
- ❖ **Sub-Conferences:** Breakout sessions or private conferences with selected participants.
- ❖ **Q&A:** Interactive conversation with operator assistance and screening.
- ❖ **Polling:** Feedback through operator-managed surveys.
- ❖ **Integration with Web Conferencing:** Visual Web presentation capabilities via Web Conferencing and Webcasting.
- ❖ **Conference Recording:** Extend your conference with replay, CD, tape, or audio files.
- ❖ **Mute/Unmute:** Muted participant lines ensure the audience can hear, but not interrupt the conference unless the speaker chooses to open the lines for Q&A.

AFTER YOUR SESSION

- ❖ **Post Conferences:** Private post-conferences for speakers to discuss the preceding conference confidentially.
- ❖ **Participant List:** Post-call attendee report.
- ❖ **Transcription:** Document the call, satisfy legal requirements and provide an archive of the event.
- ❖ **Translation:** Translate conference transcripts into other languages.
- ❖ **Recording Duplication:** Professional-grade recordings for single or bulk duplications.
- ❖ **Audio Production:** Professional-grade recording and editing to produce high-quality recordings for playback and reproduction.
- ❖ **Audio Replay:** by phone 24/7 after the live call.
- ❖ **Post-Event Reporting:** Customize reports with information from registration, participation, and polling.

ABOUT LIGHTHOUSE CONFERENCING

We live to illuminate your meetings. Our sole focus is making *you* look good. We make your meetings more productive and effective, level the playing field and even reduce carbon emissions. Our conferencing services are just what you need—simple, intuitive and affordable.

We let you focus on your meetings and messages while we manage your conferencing experience... we guide you through the technology fog and continuously work with you to match the right service and features to your needs. Bottom line...Our team is passionate about conferencing. We go out of our way to lend a hand should you ever need assistance—from a simple “how to” question to complete hand-holding and coordination before, during and after your meeting.

Let us show you a brighter conferencing experience