Fitwise e-conference

Frequently asked questions

You've read the blurb - fitwise.co.uk/e-conference-and-streaming/
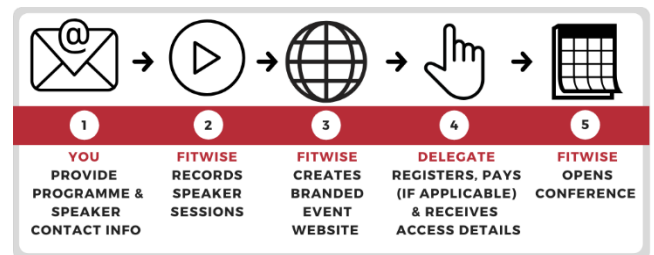
You've perused the **demo e-conference** - https://fitwisee-conference.talkingslideshd.com/home.

Still have questions? Not a problem, hopefully this will help!

What do I need to do?

Provide the programme and speaker contact details.

That is it, we'll do the rest.

What happens once I provide speaker details?

Speakers are invited to record presentations online with a member of our team. Presentations will be carried out and recorded over Zoom (or Skype, Webex or Panopto, if preferred). We will arrange suitable times with each speaker to complete the recording. Speakers will be provided with a simple, easy to follow guide on how the recording will be carried out.

Can the speaker re-record their session, if necessary?

Yes. Our team are experts in recording sessions remotely and are happy to pause, edit and re-record a talk as required. We know that not all platforms offer this level of service.

Can the website be branded?

Yes. Any branding can be added as a banner. The colours of the site can also reflect your own branding.

How do delegates register?

This is the same as a physical event – Fitwise will create an event branded delegate registration website with full event details. Any marketing communications would include the link to this website. Fitwise will manage delegate enquiries including invoicing, bookkeeping, credit control etc.

Delegates will receive a confirmation email when they register which will include full instructions on how to access the e-conference.

How long can my e-conference be open for?

In most cases we would suggest making your e-conference accessible for a defined period, usually for no longer than 1 month (but it can be anything up to 1 year). The length of time the site is open for does not affect the cost of the platform.

Can the conference be held 'live'?

Yes, you can hold the conference on a specific day/time and run it 'as live'. But we recommend still pre-recording speaker presentations to avoid any technical/connection issues.

A live Q&A session can be facilitated by asking speakers to be available on the day. Delegates can submit questions via the 'chat' function and speakers respond on screen via video link.

After this 'live' date, the e-conference can still be accessible to delegates to access for a defined period.

What does the speaker presentation look like?

There are example videos on the demo site (see link above) however each presentation video consists of a visual of the speaker (head & shoulders shot) with their presentation slides captured live.

The videos are embedded into the e-conference 'rooms' which allows for a sleek and easy to navigate website.

How do we recreate the networking that is so valuable at a physical conference?

There is a 'chat' function available for every presentation and poster. This enables people to start or join discussions, in a similar way to social media. There is a filter facility in the background which enables to controller to block any inappropriate messages.

There is an attendee directory. This allows delegates to see who else is 'attending' the e-conference. Delegates can send a message directly to another attendee without revealing contact details of the person they wish to contact. Delegates can opt out of this at any time.

How can I generate income from my event?

Delegate places can be free or chargeable, it is up to you.

As per the demo site (link at top of page) areas of the site can be sponsored with logos displayed.

There is an exhibition hall for companies to promote their products/services.
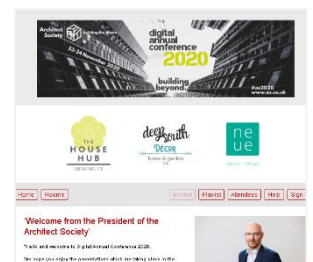
How can companies exhibit?

Exhibiting companies can take advantage of a range of benefits. It can be a good idea to offer various package options, but the benefits can include: Logo (hyperlinked to their website), company editorial, product specific paragraph, company or product videos & pictures, company contact details.

Can exhibitors have one-to-one discussions with attendees?

Yes! Each exhibitor can provide a Zoom ID which is added to their company section. This would then mean on the day of the conference the exhibitor would keep their Zoom room open and anyone can join in. If they would like to keep it to one customer at a time and they are already speaking to a customer, they can set their Zoom room up so that people go into a waiting room and when they are ready then can then let them in. It's very easy for them to do and it works well.

How does the poster area work?

This mirrors the poster board areas seen at conferences and includes the poster, author details and abstract. Posters can be viewed in full screen and attendees can even download the poster. The author's name can be hyperlinked to a website/social media platform related to them.

Can we use the system to monitor delegates CPD/CME?

Yes, this functionality can be included. And can be based on 'per video', if preferred.

What other elements can you help with?

You might want to consider virtual conference bags/packs, certificates of attendance, conference handbook or supplement.

How can presentations be made more inclusive?

There are various options available. For example, the most cost-effective solution is a combination of artificial intelligence (AI) and human involvement to create subtitles (98% accurate). Or presentations can be captured live with a signer which provides a great result but is more expensive, as you might expect.

What are the advantages of e-conference?

There are many, but here are a few:

- Opens your conference to a wider audience
- Acts as a new marketing channel to promote your conference and organisation's existence. (For associations, this medium may appeal to a younger demographic and help attract them to join your organisation - this is important for ensuring your longevity).
- Makes the conference accessible to people who could not attend in person whether that be for financial reasons (no travel or no accommodation costs) or time restrictions (limited study leave).
- Delegates can access and dip in and dip out of sessions of interest.
- Wider spread of participants – this can be invaluable. Widening the demographics of your delegates can potentially enrich the conference and ultimately its long-term sustainability and reach.
- There is a permanent record of proceedings.
- Can act as a recruiting tool for future physical conferences.

Who do I contact to discuss further?

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