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| **Basic Event Information Form** | |
| **Client Name:** | Client Name |
| **Event Use Case (conference, trade show, training event, etc.)?** |  |
| **LICENSE = (4-month SINGLE event or Annual License)?**  Starting from 1 month (can add by months) |  |
| **Project Plan = 6, 8, 10 or 12-week plan?** |  |
| **Entitlement (role-based access to content, yes/no)?** | No/yes |
| **Event Live Date(s)?** |  |
| **Event Times?**  (Times of live or simulated live activity on the site on each day) |  |
| **Estimated Number of Attendees?** (# of Attendees – This should include the booths, vendors, admins – everyone) |  |
| **What countries will attendees join from?**  (Korea / Korea + overseas excluding China / Korea + overseas including China) | All Countries that viewers will be in. |
| **Is the audience internal or external?** | External/internal |
| **Platform(Environment) language Requirements**  (if other than English)? | All languages that we need to Caption for |
| **Number of Live Webcast Sessions?** |  |
| **Number of Simulated Live Webcasts –**  (Pre-recorded in advance, scheduled & played to the attendees. Attendees can submit questions online. At the end the speakers can respond to questions live).  \*Simulated live sessions still need a producer |  |
| **Number of On-Demand Video Content**  (no engagement with speakers, pre-recorded and played back with our webcast player. Attendees can view anytime, NO Q&A)? | Amount of Video content that will be uploaded, transcoded and captioned prior top the event |
| **How many Concurrent video sessions are happening at the same time?** (This includes both Live and Simulated Live | Need to know all concurrent webcast to support day of event. Any Concurrent events means events that are within 30 minutes of each other. |
| **Are the webcasts audio and/or webcam OR are there any where streaming a high-end video feed from a production crew (AV) or studio is needed?**  **(How many of each)?** | Audio/webcam |
| **Are you issuing Training credits of any sort?** | If Yes, Do we need to support with our certificate system and quizzing? |
| **How is registration being handled (you are handling or use our registration form)?** | If not using built-in registration – what registration are you using and what integration requirements are there. Are there integrations with other event platforms like Salesforce, CVENT or EventBright? If so – what is the type of integration required? |
| **Is Audio/Video Services / production crew required?**  **If so, specify.** | No/Yes |
| **Need of offline studio (with or without green screen)** | Yes/No |
| **Need Video Editing Services for producing On-Demand Videos?** | Yes/No |
| **Do you want dedicated live day support (someone on chat in a helpdesk)?** | Yes/No |
| **What Landing Pages are required to be built?**  **Examples often include:**   |  | | --- | | **Mainstage / Keynote room** | | **Attendee List** | | **Event Program/Schedule** | | **My Agenda** | | **Networking Room** | | **Breakout Rooms** | | **Exhibition Hall** | | **Group Registration Page** | | **Speaker Page** | |  |
| **What Holograms are required to be built?**  **Examples often include:**   |  | | --- | | **Human Hologram** | | **Product Holograms** | | **360 Portal Experiences** | |  |
| **Other Requirements or must haves?** |  |