



Request for Proposal – Virtual Event Production

Organization _____

Contact _____ Title _____

Phone _____ Email _____

Name of Event _____

Dates of the Event _____

1. What is the main purpose for the event? Content vs. engagement...
2. How many days is the event?
3. How many sessions?
4. Highest number of concurrent sessions?
5. How many attendees were at this event last year?
6. How many attendees to you anticipate?
7. Will you want registration to run through your conference website, or will you be handling this through your AMS or manually?
8. Are you charging a fee to attend the event?
9. What is your budget range?
10. Will integration be necessary? Into your AMS or any other platform?
11. What webcast software will be used (Zoom, WebEx, etc.)?
12. How about engagement... are you wanting simple networking opportunities, or 1 on 1 communication opportunities?
13. Will you want a directory of attendees that is searchable by attendees?
14. How many speakers?
15. Will speakers want to use polling, Q&A, Chat? Identify which ones:
16. Will you have an exhibit hall? YES no If so, how many exhibitors?
17. Will you have posters to display? YES no If so, how many?



18. Will there be any CEUs offered? If so, will you need certification included on the platform?
19. How will you measure the success of the event?
20. Do you think your conference attendees are technologically savvy?
21. Will you want the content to be recorded? If so, how long would you like the content to be accessible?
22. When will a decision be made?
23. What do you envision your virtual conference site to look/be like? Are you wanting to use "avatars", or are you looking for something less extravagant? Describe what your event online looks like (your wish list):