



NETWORKS

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SEMICONDUCTORS



AUTOMATION



ELECTRONICS

WEBINAR PRODUCTION NEXT STEPS

CLIENT: Completes Client Request Form found at www.matecnetworks.org/hosting

NETWORKS: Consults with Client regarding timeline and concept development

CLIENT: Finalizes webinar description/details two months prior to webinar

NETWORKS: Creates customized automated registration database and registration link

CLIENT: Disseminates unique registration link to target audience one month prior to webinar

NETWORKS: Sends Registrants confirmations and instructions upon registration

CLIENT: Submits presentation slides two weeks prior to webinar

NETWORKS: Holds private dress rehearsal with Client within one week of webinar

CLIENT: Makes any final changes or adjustment to presentation slides

NETWORKS: Provides detailed registration report to Client two days prior to webinar

NETWORKS: Sends reminder email and instructions to Registrants two days prior to webinar

NETWORKS: Assists Registrants with live troubleshooting and technical support day of webinar

NETWORKS: Facilitates webinar via dedicated webinar host

CLIENT: Presents webinar

NETWORKS: Records webinar session

NETWORKS: Supplies online survey for Registrants to complete at end of webinar

NETWORKS: Gives survey results and recorded webinar link to Client within 72 hours of webinar

NETWORKS: Sends recorded webinar link to Registrants within 72 hours of webinar

NETWORKS: Fulfills Certificate of Participation requests within one week of webinar