



NETWORKS

4110 E. Wood Street
Suite 1
Phoenix, AZ 85040

[480.731.8050](tel:480.731.8050) PHONE

matec@matec.org EMAIL

www.matecnetworks.org WEB SITE

NetWorks Webinar Hosting Services

CLIENT REQUEST FORM

NetWorks provides Webinar Hosting Services to assist colleagues and partner organizations with webinar production. Webinars are interactive web seminars that participants and presenters can attend from virtually anywhere. They are a convenient and cost effective method of providing training, disseminating information, or collaborating on projects. Each session can be custom tailored to meet your needs and can include: screen sharing, live chat, polling, and Q & A between audience and presenters.

Please complete this Client Request Form so that we may better understand your needs.

Date Request Submitted:

Contact Person:

Email:

Requesting Organization:

Phone:

Website:

Webinar Concept:

Total Number of Webinars Requested:

Requested Start & End Time(s):

Requested Date(s):

Anticipated Number of Participants per Webinar:

Timezone:

Standard Hosting Services Include:

- Dedicated Webinar Host/Facilitator
- Live Troubleshooting Assistance
- Online Webinar Venue
- Presenter Telephone Bridge
- Private Dress Rehearsal

Please check any Additional Hosting Services that you request:

Concept Development Consulting
Automated Participant Registration Database
Electronic Registration Confirmations & Instructions Sent to Registrants
Detailed Registration Reports Given to Presenters
Customized Online Attendees Satisfaction Survey Conducted at end of Webinar
Recorded Webinar Link Provided to Presenters and/or Attendees
Certificates of Participation Provided to Live Webinar Attendees Upon Individual Request
Customized Marketing Collaterals

Additional Notes:

Thank you for your interest. [Click here](#) to submit your request or fax to 480.731.8332. You will be contacted within one week of your submission.