

**GUIDELINE**  
VIRTUAL EVENTS



# GUIDELINE

## VIRTUAL EVENTS



**In the current situation, there is great uncertainty about events.  
Many terms and concepts are circulating that only work in theory and have never left the paper.**

**No need to be confused!**

**We will show you the technical possibilities, help you to choose the right format for your event under the given conditions and hygiene guidelines and advise you on what to consider.**

# OUR TECHNICAL SOLUTIONS



## **SMALL CONFERENCES**

The uncomplicated meeting via telephone or video conference for participants who cannot meet in person.



## **HYBRID EVENTS**

Conference setups that use a combination of technology and web applications to provide a video stream and interactive participation for all participants.



## **REMOTE INTERPRETING TECHNOLOGY**

The solution for video conferencing in several languages simultaneously.



## **WEB CONFERENCE STUDIO**

The studio setup for web conferences, offers all technical possibilities from light and sound to video camera and IT connection.

# TECHNICAL POSSIBILITIES



## SETUP | SMALL CONFERENCES

Small conferences can be quickly expanded to a cross-location meeting with just a few elements. The participants communicate via telephone conference. With the extension as a web conference there is the possibility of an additional image transmission by a camera and if necessary a large display. In this way, an uncomplicated exchange is realized for participants who cannot meet in person.

### ADVANTAGES:

- Fast setup
- Manageable costs
- Low technical effort

### TECHNICAL REQUIREMENTS:

- Telephone line or good mobile network
- Basic internet connection

# HYBRID EVENT FORMATS



## What are hybrid events?

Hybrid events are understood to be the combination or extension of a standard event with interactive technical elements such as video recording and streaming to integrate participants from different locations.

### ADVANTAGES:

- Congress / event on site
- Interface for conference participants via Web application
- Link up with external speakers
- Use of streaming services
- Language services with interpreting on site or linked up
- combining several rooms to increase capacities (by current safety standards)

# HYBRID EVENT FORMATS



## OUR HYBRID CONFERENCE SETUP

We have developed a full hybrid conference setup that we can provide in any venue. The concept is the implementation of technology paired with various web applications. The focus is not only on the video stream, but also on the interactive participation of all participants on site and in web applications.



# TECHNICAL POSSIBILITIES



## SETUP | STREAMING „ONE TO MANY“

Sound and images are transmitted from one location to the participants. It can be realized locally from one room to another or online for many participants from all over the world. The effort can be adapted to the needs of the customer.

### ADVANTAGES:

- Many participants possible
- High flexibility in setup
- general purpose
- Can be combined with attendance events

### TECHNICAL REQUIREMENTS:

- Internet connection with corresponding bandwidth

# TECHNICAL POSSIBILITIES



## **SETUP | STREAMING „ONE TO MANY“** with extension chat

We also offer additional features like chat and desktop sharing (for presentations) and a voting function.

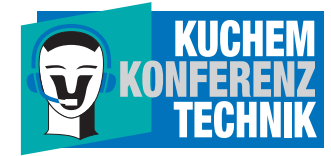
## **SETUP | STREAMING „ONE TO MANY“** with extension external speaker We also make it possible to engage a speaker from outside.

## **SETUP | STREAMING „EVENT TO EVENT“**

Additional rooms or locations can be added if required. A chairperson of the meeting takes over the moderation at the different locations.



# TECHNICAL POSSIBILITIES



## SETUP | STREAMING „MANY TO MANY“

**Many-to-Many events connect participants who can participate interactively. Live picture and sound are switched together from each participant.**

**The additional transmission of data and presentations is also possible.**

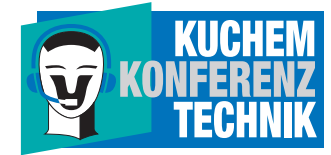
**A moderation is important: Who may take over when? Is an electronic request to speak necessary? Not everything that is technically possible leads to a successful event.**

**Good technical quality and sensible processes must harmonise.**

**For larger numbers of participants, we recommend the use of advanced technical solutions to ensure a smooth operation. Professional moderation during the event and comprehensive planning in advance are the key to the success of your event.**

**We would be pleased to advise you individually.**

# TECHNICAL POSSIBILITIES



## REMOTE INTERPRETING TECHNOLOGY

**Thanks to our mobile remote interpreting solution, you do not have to do without simultaneous interpreting for video conferences. With the flexible remote interpreting system, all language channels are transmitted separately to the actual video conference.**

**The system can be linked to any web-based video conferencing platform.**

# TECHNICAL POSSIBILITIES

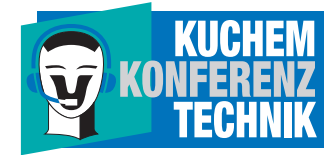


## REMOTE INTERPRETING TECHNOLOGY

**In order to comply with current hygiene regulations, we work with only one interpreter per booth in our mobile interpreting hub.**

**Your interpreters continue to work at a central location with familiar technology, including all functions that are also available for offline events. The hub can be set up in any room with sufficient size and internet connection to minimize travel costs for the interpreters.**

# HYBRID EVENT FORMATS



## WEB CONFERENCE STUDIO

**Our studio setup offers all technical possibilities for your web conference:**

**In addition to stage lighting, you can use other moving lights and LED spotlights to accentuate your event. We also provide a comprehensive audio equipment with headsets, hand microphones and in-ear monitoring.**

**For interaction with participants at other locations or for presentations, you can use displays in various sizes. We also offer the necessary camera and IT technology for broadcasting your stream on different platforms.**

# YOUR SUCCESSFUL EVENT



**All setups and possibilities have been tested and put through their paces by our specialists being ready for your successful event.**

**Contact us, we will advise you in all questions about events, whether on- or offline, hybrid or conventional!**

## **CONTACT**

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