



OPERATOR ASSISTED CONFERENCING SERVICES

Professional, Experienced Audio Conference Facilitation

Assure successful meetings with expert assistance

High profile meetings held by conference call need the same professional feel that they would have in person. That's why ACT Conferencing offers operator assisted audio conferencing services with a high-touch, hands-on level of customer service. Our highly trained operators lend an upscale feel to events, and flawless execution makes you look good.

With more than 20 years of experience in facilitating collaboration, ACT provides the reliability and expertise to bring people together quickly and efficiently. As a single-source provider of audio, web and video conferencing services, ACT makes it easy for you to meet with colleagues, clients, applicants and partners worldwide. From simple meet-and-greet services to 100 percent monitoring of your event with recording, translation and participant lists, ACT has a customizable solution for you.

Leave the logistics to us

Our technology is state of the art, but it's our people who make your conferences special. They frequently receive rave reviews for their outstanding facilitation. You customize the event with a variety of standard and add-on available pre-conference, during-conference and post-conference activities:

- > **Pre-conference:** planning, registration, testing, participant screening/information capture, pre-recording
- > **Conference:** close moderation of quality and question-and-answer session; continuous presence for troubleshooting, interpretation, direct communication lines
- > **Post-conference:** participant list, transcription/translation, recording/digital replay

With an ACT operator on your call, you're free to concentrate on your message.

Trust your reputation to a global leader

Our follow-the-sun service methodology and Global Bridge Linking technology are industry-leading concepts that provide a localized experience, simplified administration and an overall higher quality conference –in 65 countries around the world. Support centers based in North America, Europe and Asia provide service 24x7, local representation, in-country language or familiar dialects.

Add web casts for visual impact

Augment your audio collaborations with ACT ConferenceCast™. ConferenceCast webcasting turns 'ordinary' into 'extraordinary' by delivering your live or prerecorded message through a customized, branded interface. Stream audio and video, launch slides, PDFs and other digital assets, and utilize interactive tools such as video broadcasting, Q&A, polls and web tours.

Top features of Operator Assisted Conferencing

In addition to top-notch support, ACT provides the tools you need to stay in contact with your operator, track participation and more.

Basic	Elite
<ul style="list-style-type: none">> Meet and greet service	<ul style="list-style-type: none">> 100% monitoring for immediate troubleshooting
<ul style="list-style-type: none">> Security—through passwords and operator monitoring	<ul style="list-style-type: none">> Customized greetings and on-hold music
<ul style="list-style-type: none">> Pre-conference planning	<ul style="list-style-type: none">> Password and screening – eliminates anyone you do not want on the call
<ul style="list-style-type: none">> Optional 100% monitoring for immediate troubleshooting and support	<ul style="list-style-type: none">> Real-time interpretation of more than 65 languages live during events
<ul style="list-style-type: none">> Participant lists	<ul style="list-style-type: none">> Communications line – private, one-on-one audio interaction between ACT and you for the duration of the call
<ul style="list-style-type: none">> Participant information capture	<ul style="list-style-type: none">> Conference director provides control and information – chat online with the operator or co-presenters, prioritize questions during Q&A and manage the participant list.
	<ul style="list-style-type: none">> Voting and polling

For complete service descriptions and features, visit www.acttel.com.

About ACT

ACT Conferencing delivers customized, high-quality audio, web and video collaboration services to thousands of organizations worldwide. For nearly 20 years, companies have relied on our experienced customer service staff, feature-rich conferencing platforms, and global support to communicate efficiently and ecologically. ACT also provides comprehensive event management and in-country language services.

Who uses Operator Assisted Conferencing?

- > Investor/public relations departments or firms — earnings calls and special announcements
- > Medical marketing companies — extend reach and increase brand awareness
- > Medical education companies — training and continuing education credits
- > Human resources/executives — special employee announcements
- > Distance learning organizations — education and credit accountability

Conferencing makes sense!

- > Save the cost and hassle of travel
- > Enable instant collaboration locally and globally
- > Reduce your carbon footprint
- > Focus on your message not the logistics
- > Maintain a healthier work-life balance



ACT Conferencing

800-228-2554
www.acttel.com