MECS Webinar Pricing

Supported 1-hour Webinar, $300.00 each

Includes:

- Expert planning, tips for panelists and presenters, event debrief and statistics
- 2 MECS staff for a 1-hour practice and the 1-hour event
- MECS spotter for the 1-hour event

A la carte services for supported 1-hour Webinar

- Additional technical rehearsal, $80.00 per hour
  - During this session, all applicable aspects of the webinar will be discussed and tested. Speakers’ audio and video will also be tested, and any technical questions will be addressed. This includes 2 MECS staff.
- Additional dress rehearsal, $80.00 per hour
  - During this session, transitions between speakers (and screen sharing/powerpoints if applicable) and the accompanying cues will be practiced. This includes 2 MECS staff.
- Additional supported webinar time, $100.00 per half hour
  - This is added time to a 1-hour supported webinar and is pre-determined.

Standard service hours for supported webinars:

Mon-Fri 0700-1800
Sat 0700-1500

For supported webinars scheduled outside standard service hours and depending on staff availability, additional rates apply during the webinar: $80.00 per hour

Webinar License only, no charge

Clients will have access to a license to run their own webinar event. MECS will provide access to the license, through a link, 2 business days prior to the event date. Client and panelists will be able to practice before the live event.

- MECS will be responsible for:
  - Scheduling the webinar
  - Sending a Checklist to fill out your webinar requirements (i.e., Zoom Registration, Q&A, Polling)
  - Assigning Hosts and Panelists, issuing these links, 2 business days prior to the event
  - Issuing the Attendee link, 2 business days prior to the event
  - Communicating with IT Services for Recording the webinar (if applicable)
• CLIENT will be responsible for:
  o Filling out the MECS Checklist of the webinar requirements
  o Arranging for your own 3rd party registration (if applicable)
  o Managing the Q&A, Chat and Polling functions during the webinar
  o Managing the Audio and Video during the webinar (Mute/Unmute, Music, Panelists, PowerPoint Slides, etc.)
  o Local Recording (if applicable)
  o Contacting MECS for any special features (i.e., Interpretation, Closed Captioning, Branding, etc.)

A la carte services for webinar license only, $20 each
• Enter polling questions
• Provide meeting statistics post event
• Interpretation
• Branding
• Closed Captioning

MECS Onsite support only for Zoom Meetings and Webinars, $40.00 per hour per MECS staff

Minimum 3 business days must be provided for all of the above.