



Yale Conferences & Events

YOUR ONE-STOP SHOP FOR EVENT PLANNING AND PRODUCTION

Virtual | Hybrid | In-Person

With you, every step of the way

PRE-EVENT | DAY-OF | POST-EVENT SERVICES

✉ conferencesandevents@yale.edu

🌐 yale.edu/meet

☎ (203) 432-0465

ARE YOU HOSTING AN EVENT?

Let us handle all the details for you

Yale Conferences & Events (YC&E) is the optimal starting point for producing events at Yale. Our award-winning team works as your strategic partner to manage every planning detail so you can focus on your content. We offer a wide range of services to fit every budget and event. *Your success is our priority.*



*Award-winning
industry experts*



*Comprehensive
event services*



*Top-tier
client support*



PLANNING A VIRTUAL EVENT

Working with an event planner

Planning a virtual event, regardless of size or duration, can be a daunting task. Enlisting the help of an event planner brings you peace of mind and ensures your event runs flawlessly.

Our team at Yale Conferences & Events is *proficient in the virtual event landscape* and is tuned in to current trends and best practices for delivering virtual events. We *provide live event support* to quickly resolve platform issues and *collaborate with cross-functional stakeholders* such as A/V, IT, etc., all while watching expenses to *keep your budget on track*.

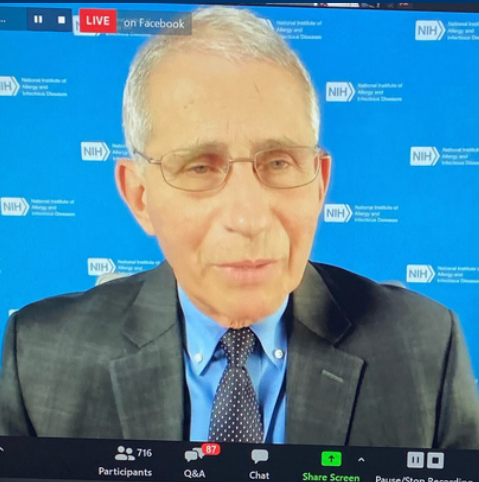
CLIENT TESTIMONIAL

“

Thank you for an excellent meeting. Very smooth, technologically perfect! Always makes life much easier to work with your team on these meetings.

”

CLIENT TESTIMONIALS



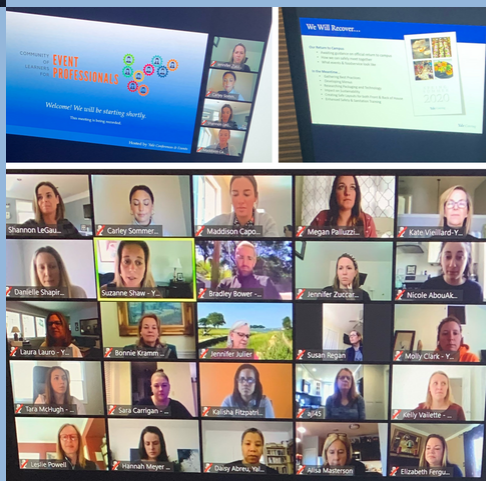
“YC&E takes the worry out of event planning by handling every detail with the utmost professionalism. We have peace of mind knowing that our complex virtual events are being managed by their knowledgeable team. Their attention to detail and industry know-how are unmatched.”

Michael Skonieczny, Deputy Director,
Yale Institute for Global Health

“The YC&E team has been an invaluable partner on many of my virtual events in the past year. They are highly professional, detail oriented, and well organized. Best of all, they are always cheerful, even in the face of unexpected difficulties.

They take care of everything technical so that I can focus my energy on hosting a great event.”

Leslie Powell, Associate Director for
Leadership Programs, Office of
International Affairs



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VIRTUAL EVENT SERVICES

Pre-Event

- Review software platform options and create unique links for events
- Create registration site, manage registration, collect fees, and report out on attendance
- Advise on agenda design based on virtual event best practices and develop detailed “Run of Show”
- Provide marketing, communications, and design services
- Liaise with presenters and collect presentations
 - Assist with technology questions, lighting, sound checks, etc.
- Conduct practice run-throughs to iron out any issues ahead of time
- Collaborate with Broadcast Media to create pre-recorded content
- Curate networking and team building ideas, such as virtual happy hours, trivia nights, do-it-yourself workshops, and more

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VIRTUAL EVENT SERVICES

Day-Of Event

- Connect to virtual platform early to test technology before client and presenters log-in
- Assign staff specific roles to oversee every technical aspect behind the scenes
 - Run presentations, launch polls, review questions during Q&A, manage attendees, etc.
- Work directly with third-party companies on translation and/or closed captioning
- Source and mail gifts/swag; arrange food delivery coupons (GrubHub corporate account)
- Troubleshoot and resolve technical issues

Post-Event

- Manage post-production work with Broadcast Media to edit and archive event recordings
- Create and distribute post-event survey to attendees and supply event metrics to client
- Provide client with one comprehensive bill

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CLIENTS AND PROUD MOMENTS

Recent Virtual Event Clients

- Yale Institute for Global Health: "Global Health Conversation Series" (featuring Dr. Anthony S. Fauci)
- Yale International Leadership Programs and other global partners: "African Women as Pillars of Resilience"
- Yale Admissions Office: "Multicultural Open House"
- Yale Office of the Provost: "Yale Planetary Solutions Project Symposium"
- Yale Jackson Institute for Global Affairs and Yale Law School: "Yale Cyber Leadership Forum: Sovereignty in Cyberspace?"

Recent Awards and Proud Moments

- 2020 Recipients of the Linda K. Lorimer Award for Distinguished Service
- 2021 Nominees, Association of Collegiate Conference and Events Directors-International (ACCED-I) Awards
 - Outstanding Individual Achievement
 - Outstanding Institutional Achievement
 - Session of the Year



MAKE YOUR NEXT EVENT EXCEPTIONAL

Yale Conferences & Events' unmatched event planning expertise has you covered every step of the way. Contact us for more information on our individualized services and learn how we can help make your next event exceptional.

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