



## Virtual Event Planning & Execution Services

In these unprecedented times, USC Private Events & Conferences team has curated a comprehensive selection of services to support your virtual programming needs. Our goal is to assist you provide the best experience for your attendees.

The USC Private Events & Conferences team is available to help you navigate the best technologies for your remote or hybrid event, from the onset of planning to post-event engagement.

Whether you are planning a departmental meeting, a virtual job fair or a keynote presentation, USC Private Events & Conferences offers a wide range of solutions to meet your event needs and budget.

### Virtual Event Services include:

- Video Conferencing
- Webinars
- Virtual Stage & Breakout Management
- Culinary Curation for Remote Attendees
- Customization of Zoom Background Design
- We also offer hybrid experiences for our campus partners, combining a smaller in-person event with virtual components to safely reach a broader audience.

### Virtual Event Enhancements:

- Secure registration platform to manage attendees and access
- We advise having at least three supporting staff member for any virtual event. This is where we come in to assist you. The host is the show-runner and has primary control of advancing the program. Our team, as your co-host(s) have the same controls, but focus primarily on attendees, moderating chat, polls and Q&A, and encouraging interaction amongst guests.
- Our team allows for speakers and panelists to be fully focused on delivering content and engaging attendees
- Activate platform settings and controls to protect your event and content
- Schedule a technical run-through with all speakers and panelists to test audio-visual connections, settings, controls and transitions

USC Private Events & Conferences

Contact us at: [private.events@usc.edu](mailto:private.events@usc.edu)