



You need a session facilitator, and we can answer that call. Our approach to managing Zoom Meetings allows you to focus on attendee engagement, content, and your meeting goals. We will be there to support you with positivity and professionalism. While we cannot guarantee that there will not be glitches, we can help smooth out the attendee experience while we work through them and keep your meeting on track.

Zoom Facilitation Services

Included

Hosting Zoom Meetings
Organizing Speakers and Discussion Leaders
Introducing Speakers and Discussion Leaders
Managing Chat, Polling, and Yes, No Features

Optional

Facilitating Video Playback
Performing Speaker/Leader Checks (*confirm lighting, audio, background, and presentation*)
Managing Rehearsals
Hosting Attendee Orientation (*tour the platform and demonstrate features that will be used*)
Developing Pre-meeting Checklists to Minimize Tech Issues

RFP Submission

Please submit requests for proposals to Abby Mund at abby@amplanning.us and include the following.

Hosting Organization
Meeting Goals
Schedule of Meetings
Duration of Meetings
Optional Services Requested

Pricing is based on the number of meetings, duration of meetings, optional services requested, and scheduling.