



Host flawless web meetings every time with expert help.

Plan out your meeting with an experienced, certified producer.

Get superior results from your meeting with an optional guided trial run beforehand.

Focus on your meeting, leaving the technical details to an expert producer.

Receive an edited recording of your meeting for later reference.

Improve your future web meetings by learning best practices.



Make online meetings even easier. Count on award-winning WebEx Assist producers to ensure smooth execution, maximum ROI, and impressed attendees. Meeting success. No stress.

Hold your next meeting with confidence via WebEx. It's easy with the help of a certified Assist producer. Whether you're new to Meeting Center or a veteran user, receive the support you need. Your Assist producer will ensure you take full advantage of robust, media-rich WebEx technology. You can focus on achieving the meeting results you want—and learn best practices along the way.

Host your WebEx meeting worry free with a Standard Meeting Center Assist.

Make sure your meeting starts and runs smoothly with expert help. Your WebEx Assist producer begins providing you with technical support 30 minutes before your meeting. Then they make sure the host is able to start the meeting and bring in all presenters. Take comfort knowing your producer remains behind the scenes all the way through your live meeting—always ready to handle any questions or issues in real time.

Capture meeting results with a Premium Meeting Center Assist.

Receive all the support of a Standard Assist, plus a recording of your meeting results. Your WebEx Assist producer will record your meeting, eliminating pre- and post-meeting footage. You can access your recording on a CD or via a link. Use it for future reference, demos, or on-demand training.

Boost meeting success with a la carte Meeting Center Assist services.

Get the extra reassurance of additional WebEx services—from before your meeting until after it. Engage an Assist producer to prepare you with meeting planning and a practice run. Or let them relieve you of the overall technical management of your meeting. You can prearrange to receive reports on in-meeting polls and chat. You can also take away a recording edited to your specification.



2007 ACE Award
Achievement in Customer Excellence

Production Services wins two ACE awards in 2007. WebEx was honored for the Assist production services experience and producer performance. CustomerSat gives the ACE award for outstanding achievement in customer satisfaction.

Ensure your meeting is a success with expert support—as much as you need.



Premium Meeting Center Assist

Services	Your WebEx producer will...
Pre-meeting support	0.5 hour
Setup and coaching before your meeting	<ul style="list-style-type: none"> • Ensure the host is able to start the meeting. • Help you load your slides. • Make sure all presenters join successfully. • Answer any last-minute technical questions.
Preparation for your meeting recording	<ul style="list-style-type: none"> • Set up to record your meeting. • Log in and test recorders.
In-meeting assistance	1 hour
Monitoring and support during your live meeting	Remain on hand in case host or attendees have any technical questions.
Post-meeting results	0.5 hour
Delivery of your final meeting recording	<ul style="list-style-type: none"> • Edit out pre- and post-meeting footage. • Give you easy access to your recorded meeting via a download link or auto-play CD.

Standard Meeting Center Assist

Services	Your WebEx producer will...
Pre-meeting support	0.5 hour
Setup and coaching before your meeting	<ul style="list-style-type: none"> • Ensure the host is able to start the meeting. • Help you load your slides. • Make sure all presenters join successfully. • Answer any last-minute technical questions.
In-meeting assistance	1 hour
Monitoring and support during your live meeting	Remain on hand in case host or attendees have any technical questions.

A la carte assistance
<ul style="list-style-type: none"> • Meeting consultation: strategy and prep • Meeting planning and a dry run • Live meeting hosting • Poll creation and management • VoIP audio conferencing • Pre-meeting hold music • Meeting recording delivery in Windows Media Format • Additional editing of your recording • Additional support hours

“It has been great working with the WebEx producers. Everyone has been exceptional in service and professionalism... and they’ve come to my rescue more than once! They always make us look good.”

— Al Brinkman
 Director, Equity Derivatives Marketing
 Philadelphia Stock Exchange

Find out more about WebEx Meeting Center Assist. Speak with a solution specialist today. Call 877-509-3239, press 2.