



## Dialogue4Health Services

Organizations and partners rely on Dialogue4Health for the high production value of Web Forums we create. With almost a decade of experience producing Web Forums, Dialogue4Health expertly handles event pre-production and production services so that you can focus on providing timely, informative content. We take care of the behind-the-scenes details and the technical issues that inevitably come up to ensure smooth and professional facilitation. Our team makes it easy for you to present slides, images, and even video with the audience. Through polling, Q&A, and a post-event survey, audience members engage with the presenters and convey valuable information that we capture and provide to you, along with registration and attendance data after the Web Forum.

We guide you through the planning, promotion, presenter orientation, live event, and post-production phases. Assuming you want it, you will receive social media support, an invitation sent to our mailing list, a dedicated webpage, and an archive of event content including transcripts and recordings. All of our events include real-time captioning that is available to all audience members.

To learn more about the services available to you and estimated costs, please see the Dialogue4Health Web Forum Fee Structure. Because we have a negotiated rate with WebEx due to our high volume of Web Forums, the telecommunications costs are extremely competitive and are passed along directly.

Each live event is usually one hour or an hour and a half. Occasionally we are asked to conduct a single event on a particular topic—but more often a pair or series of Web Forums is the choice for more thorough coverage of a key public health issue. For example, Dialogue4Health produces a 12-part series on sodium reduction for the National Network of Public Health Institutes and CDC.

To see examples of both archived and upcoming web forums, please visit <http://dialogue4health.org/web-forums>.

Please do not hesitate to call us at 510-285-5549 for more information about how we might be able to support your organization or program. We look forward to hearing from you!

## Dialogue4Health Web Forum Fee Structure

Reviewing this Fee Structure with you helps us estimate the cost of producing a web event that fits your needs. Dialogue4Health (D4H) provides full support for most Web Forums, which includes an announcement of your event to the D4H email list of over 23,000 individuals. You may opt out of any services listed below without a checkmark.

Services that Dialogue4Health may provide	Full support	Basic support
<b>Planning</b>		
Kick-off meeting to review options, goals, marketing, and timeline	✓	✓
Discuss content: Event description, logos, bios, headshots, and presentation slides	✓	✓
<b>Promotion</b>		
Set up event in WebEx	✓	✓
Create and send announcement with registration link to Dialogue4Health email list	✓	
Create webpage for event	✓	
Promote event on social media channels	✓	
<b>Presenter Orientation and Practice Session</b>		
Schedule practice session; request bios, headshots, and presentation slides	✓	
Host practice session in WebEx	✓	✓
Ensure that presenters can log into WebEx and are comfortable with the interface	✓	✓
Conduct sound check; review best practices for Practice Session and live Web Forum	✓	✓
Review presentation content and transitions	✓	
<b>Prepping for Web Forum</b>		
Create presentation slides: Welcome, presenter introduction, and closing	✓	
Prepare interactive polls in WebEx	✓	
Collect data on demographics and areas of interest in registration survey	✓	
Prepare evaluation survey	✓	
<b>Live Web Forum</b>		
Upload slide presentations to WebEx	✓	✓
Host greenroom session and live event	✓	✓
Provide live closed captioning service	✓	
Manage Q&A; upload and run polls	✓	
Record event: Audio, video	✓	
<b>Archiving and Data</b>		
Edit recordings; upload recordings, presentation slides, and transcript to web page	✓	
Provide data: Registration, attendance, evaluation survey and poll results	✓	
<b>Estimated charges</b>	<b>\$2,500-\$3,500</b>	<b>\$1,000-\$1,500</b>

### These fees will be billed at cost

<b>Telephone Connection Fee</b>	\$0.08 per minute per person						
<b>Audio Broadcast Connection Fee</b> (permits audience to listen via computer)							
Attendees:	1-25	26-99	100-249	250-499	500-999	1000-2999	>3000
Cost:	\$0	\$58.25	\$116.50	\$209.70	\$369.10	\$1,118.40	\$1,398.00
<b>Capacity Fee</b> (only charged above 1,000 attendees)	\$17.45 per person						