



Royal College of Physicians  
Meetings & Events



# RCP virtual and hybrid event services

Online event platforms, webcasting and virtual meeting rooms



# Creative solutions to create impact

Our in-house media experts offer a range of virtual and hybrid event services to enable you to organise, run and manage your events, livestreams and webinars.

With over 10 years of experience providing virtual services to the education, medical and corporate sectors, you can be assured that we have a solution to meet your needs.

All our packages can be enhanced and tailored to your specific requirements to produce and deliver high-quality content and create the desired impact on your delegates.

**Start building your virtual or hybrid event today.**



# Virtual events platform

**From £2,950 per day\***

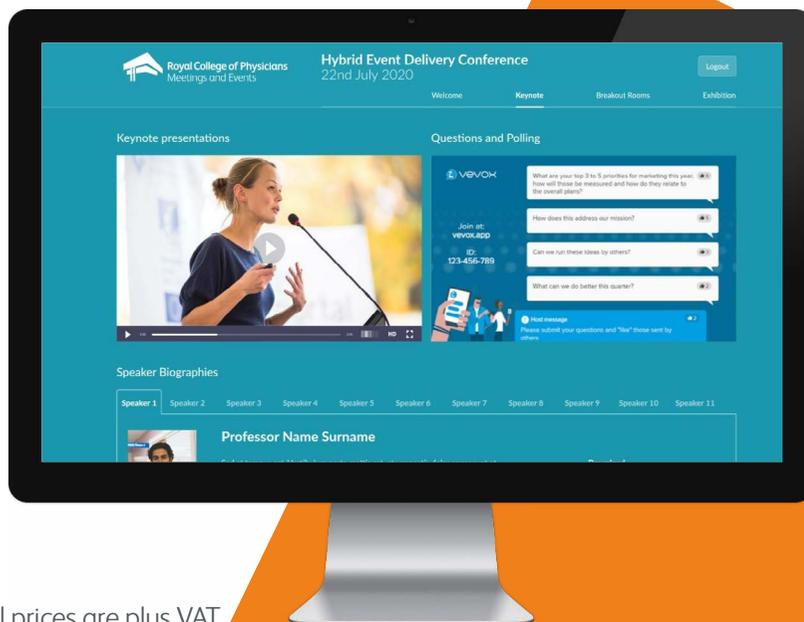
If you need a fully managed virtual event solution, we are here to help.

Our virtual event platform can be customised to your event requirements and in turn, optimise the whole delegate journey.

Our basic package includes the following features, perfect for both virtual and hybrid events:

- > Welcome page
- > Live streamed video sessions
- > Event and sponsor branding
- > Post-event feedback
- > Planning and preparation
- > Full event production

Our basic package is the ideal foundation to build on. The following bolt on's are available for you to tailor your event perfectly to suit your aims and audience.



\*All prices are plus VAT

# Bolt on services

Enhance your virtual or hybrid event by adding one of these services to create your perfect package.

## Virtual breakout rooms

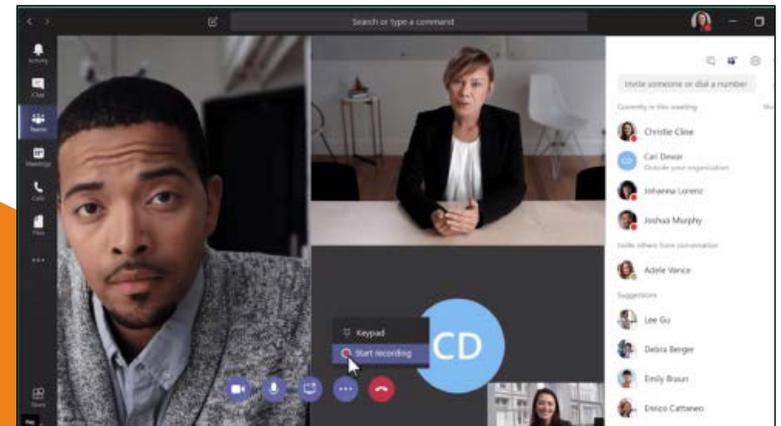
£500 per half day

These rooms can be configured either in webinar or classroom mode to accommodate a range of engaging workshop content.

- > Expert technical support for the event duration
- > 2-way audio and video Q&A – classroom mode only
- > Breakout rooms for group work

- > Pre-loading of session content (PPT, video, images, documents etc)
- > Screen sharing and whiteboarding
- > Suitable for up to 100 participants
- > Output can be streamed or captured as MPEG4

**Please note** that the platform has minimum requirements in terms of device and network speed.

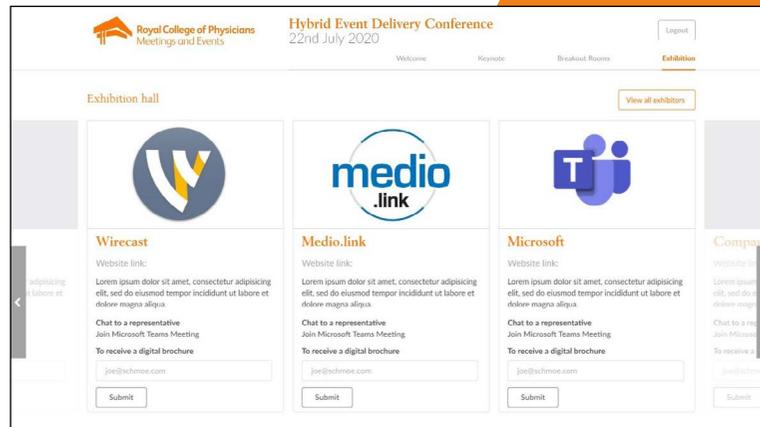


## Virtual exhibition space

**£100 per stand**

Exhibitors can achieve excellent visibility and engage with your delegates in a variety of ways.

- > Expert technical support and set up
- > Branding options
- > Upload video content
- > Chat room for customer engagement
- > Email enquiry form



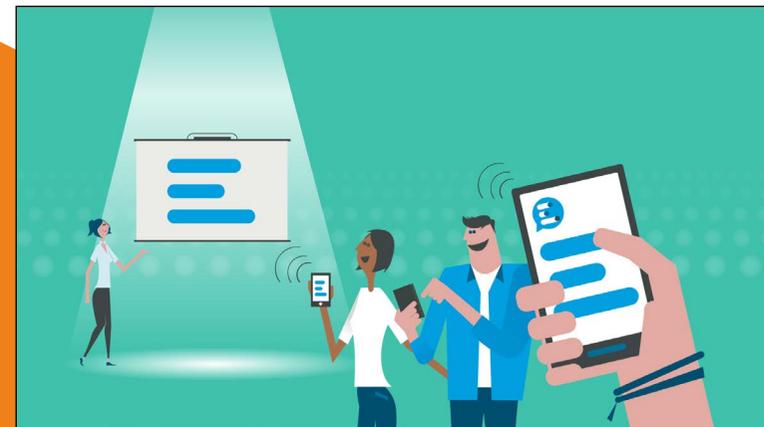
## Live polling and Q&A app

**From £100 per hour | Full 10-hour event £600**

The Vevox app is a powerful tool for event planners to capture real-time data from a global audience watching a live stream or webinar

Includes:

- > Pre and post-event questions
- > Planned and ad-hoc Q&A
- > Free typing for detailed audience questions
- > Expert technical support to plan and manage
- > Event specific branding
- > Post-event metadata and conversation capture



## Data usage

Price per delegate, per hour:

0–100 delegates – 90p

101–500 delegates – 75p

500+ delegates – 60p

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Our hosting costs include access to a global video platform, offering high-quality streams suitable for all devices, assurance, reliability and data analytics.

Includes:

- > Reliable and fast streams
- > Resilience built-in
- > Access to user data and analytics
- > Expert technical support

**Please note** data usage costs also apply to replays and on-demand content.

## Rehearsal time

£100 per hour

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Spending time with your presenters and chairs before an event can be the difference between a good and a great event. Knowing how the technology works, getting used to the time delay and testing the connection speeds of presenters' devices ensure that the event runs smoothly on the day.

Includes:

- > Platform redesign for VOD content
- > Content available to download or stream
- > Content hosting
- > Expert technical support to plan and manage
- > Event-specific branding
- > Post-event metadata and conversation capture

**Please note** data usage costs also apply to replays and on-demand content.

## Post event hosting

### POA

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Following your live event, we can continue to host an on-demand version of your content and enable exhibitors to enjoy longer exposure.

Includes:

- > Platform redesign for VOD content
- > Content available to download or stream
- > Content hosting
- > Expert technical support to plan and manage
- > Event-specific branding
- > Post-event metadata and conversation capture



# Standalone options

We understand that not all of our clients require a fully managed virtual event solution.

In the following section you will find individual value packages for live streaming events direct to your own website or social media platform(s). We also offer solutions for virtual board meetings.

## Event streaming

**From £1,800 per day**

We offer well-produced conference quality streams with expertly mixed content from multiple sources to create a virtual event with the power to engage.

Includes:

- > 3 x camera or play back devices
- > Vision mixer
- > Streaming PCs
- > Expert technical support

- > Planning and preparation
- > Post-production editing (1 day)
- > Real-time user data
- > Options for CPD accreditation and password protection available

**Please note** additional charges per person, for data usage and content views will apply.



## Webinars

From £200 per hour

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For a shorter streaming option such as educational and training content, we offer a webinar package. .

Includes:

- > 3 x camera or play back devices
- > Vision mixer
- > Streaming PCs
- > Expert technical support
- > Planning and preparation
- > Post-production editing (1 day)
- > Real-time user data
- > Options for CPD accreditation and password protection available.

**Please note** minimum 3 hours. Additional charges per person, for data usage and content views will apply.

## Virtual meeting rooms

From £50 per hour

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This solution offers you a virtual meeting platform, with the added benefit of an online concierge service to ensure your delegates get connected.

Includes:

- > Scheduled space for online video meetings
- > Instant messaging chat and screen sharing
- > Multi-platform service for all types of users
- > Skype/Teams/Zoom/Medio.Link/VC/phone
- > 0800 number for telephone dial-in
- > Expert technical concierge service
- > Audio recording

**Please note** minimum 3 hours.

## Marketing and sponsorship options

### POA

We understand the importance of placing you and your sponsors brand onto your content.

Our in-house design team can help you achieve this in a variety of ways.

Includes:

- > Bespoke wrapping for your streamed content
- > Branded backgrounds
- > Space for sponsor logos
- > Inserting sponsor content between presentations
- > Editing existing material into promo video



## Social media

### POA

We understand the value of social media channels to successful events. We offer a range of solutions to help you share your content.

Includes:

- > Real-time social media video clips
- > Playback through multiple channels



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**Please note** data usage costs also apply to replays and on-demand content.

# Terms and conditions

## Filming projects

Media Services projects will not be initiated until a signed brief is received from the client

## Permission to record

It is the responsibility of the client to ensure that speakers and delegates give their consent to be recorded.

## Copyright

It is the responsibility of the client to ensure that the necessary copyright permissions have been granted for the content RCP media services have been requested to capture or live stream

## Lead times

AV and Media Services content should be provided by the client at least 10 working days prior to an event for guaranteed delivery.

For shorter lead times, additional costs may apply.

## Retention of content

All presentation slides, audio recordings and video content will be stored for up to 90 days after the event. Content will be deleted at the end of this period.

## Cancellation policy

Charges will apply for any AV or Media Services bookings cancelled less than 3 working days from the event date



To speak to our in-house media service experts about our virtual and hybrid event solutions, please call **+44 (0)20 7034 4900** or email **[events@rcplondon.ac.uk](mailto:events@rcplondon.ac.uk)**

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