

# COLLABORATION CONCIERGE SERVICES

## The White Glove Service

In business there are meetings, and then there are MEETINGS. These are the ones where you leave nothing to chance and every detail must be absolutely perfect. For those video and telepresence meetings SPS offers our Concierge Services — a live host who attends the conference to ensure that every aspect of the video conference is just right.

Our host will ensure that the meeting runs smooth and attendees have a seamless experience by:

- / Scheduling video conferences
- / Managing rooms
- / Launching and monitoring conferences
- / Recording, streaming and archiving video meetings
- / Providing in-conference support during calls to include:
  - Greeting participants
  - Assistance with layout and presentation materials
  - Proactive monitoring for the duration of the call
  - Bridging additional participants
  - Adding additional meeting resources
  - In-language support

Ask your account executive about

## CONCIERGE SERVICES from SPS

and learn how you can take your important meetings to the next level! Contact SPS today at 888-777-7280 or visit [www.spscom.com](http://www.spscom.com).