

## High-profile Conferences Call for High-powered Support

Sometimes you need extra help to manage large or important conference calls. Fortunately, there's Aspen's Operator Assisted Conferencing. It provides you fully assisted conference support for large-scale audio conferences-of up to 2,500 participants. Our skilled specialists provide personal services before, during and after conference events.

**Automated Service** | Participant dial-in and automated greeting

- Security lock to prevent uninvited participants from joining a meeting
- Participant entry tone
- Operator access

**Standard Service** | A conference operator answers calls, places call-outs, conducts a roll call, checks line quality and is available by pressing \*0

- Security lock to prevent uninvited participants from joining a meeting
- Participant entry tone
- Operator access

**Premium Service** | Includes the same features as the Standard service except that an operator remains on the conference call for its entire duration

- Touchtone Q&A and polling
- Security lock to prevent uninvited participants from joining a meeting
- Participant entry tone
- Operator access

**Additional Options** | Any of these high-performance features below can be added to your selected level of service. To learn more about individual costs, please contact us.

**Before the Conference** |

- Participant notification - Notify participants by having an operator call and confirm their attendance
- Operator dial-out - Ensure all of your participants are seamlessly joined into your conference
- Participant dial-in - Give your participants the flexibility to connect to the conference at their convenience
- Conference capacity - Reserve as many lines as you need up to 2,500
- Participant screening - Provide operator with pre-approved lists of participants allowed to ask questions

**During the Conference** |

- Operator monitoring - Have the operator screen your attendees to prevent unauthorized access
- Roll call - Know exactly who is in your event
- Voice capture - Record the names of your participants as they enter the call
- Operator access/COM line - Communicate privately with the operator any time during your conference
- Security lock - Lock the conference to prevent anyone else from joining the call
- Q & A/polling - Allow participants to signal they have a question and get feedback by asking multiple choice questions
- Recording - Record your conference digitally/tape/CD/DAT for those who could not attend

**After the Conference** |

- Participant list - Keep a record of who was on the call with an e-mailed or faxed list
- Transcription - Receive a conference transcript either in hard copy or on disk
- Fax services - Distribute printed materials before or after the call