



*Deliver your call with **Confidence***

Quick Assist – Full Service Audio Conferencing

Quick Assist is a customized service that lets you manage and organize your most challenging conferences when you need to deliver your message with confidence and with an unmatched level of professionalism. Quick Assist provides you a host of features and services that will ensure your conference is a wonderful experience for you and your audience.

Flexible Solutions for your Business Needs

Conference calls are one of the most effective and efficient ways to communicate and when you need to deliver your message with confidence and with an unmatched level of professionalism, **GANC's Quick Assist is the answer.** Whether your Event Calls are with Customers, Investors or Employees, Quick Assist provides the expertise, technological innovation and security you require bringing everyone together in one seamlessly planned and managed event

Professional Support and Service

Our experienced staff can provide you the confidence and support you require and you can relax knowing that your most important call will be professionally managed and delivered. Our conferencing specialists and operators help you plan your event, coordinate reservations, conduct pre and post meeting sessions, manage your meeting, conduct the Q&A, provide all announcement and post meeting requirements.

An Exceptional Experience Every Time



Quick Assist Features

- Reservations and Scheduling
- Pre and Post Meeting Support
- Live Operators to Greet Callers
- Moderated Q&A Sessions
- Participant/Attendee List
- Professional Announcements
- Custom Scripts and Greetings
- Global Call Capability
- Private Line for Speakers
- Speaker/Private/Public Rooms
- Recording
- Archiving
- Transcription
- Live Technical Support

Before Your Call

RESERVATIONS

Schedule your teleconference by dialing your branded reservation number and become connected with one of our reservationist. They will work with you to insure your requirements are professionally planned and properly scheduled or schedule your reservation electronically.

EMAIL CONFIRMATION

You will receive a confirmation of your conference details for confirmations and verification

PRODUCTION SERVICES

Specialists are available to organize timing, provide rehearsals and help with conference techniques.

CALLER ADMISSION

Choose an operator to personally screen and greet each caller or choose pass code entry

PRE MEETING SUPPORT

Your meeting specialist will consult with you and your staff/speakers to review any last minute changes or questions and provide a wrap-up and next steps session.

PRE REGISTRATION

Have your participants register for your call in advance providing you a participant list with the information you need.

CUSTOM SCRIPT

Your business is able to create a specific message from welcome statements to Q&A sessions to closing announcements read as directed by the lead operator.

E-MAIL BROADCAST

Send pre or post information to all of your guests via email

During Your Call

DEDICATED OPERATOR

Your lead operator will provide a professional announcement, conduct Q&A and provide assistance and guidance when needed throughout your call.

OPERATOR DIAL OUT

Personally introduce and enter important attendees into the call by having our operators call and escort them into the conference.

QUESTION & ANSWER SESSION

Allows participants to ask questions or address concerns that they have during the conference. They can indicate the need to speak by using the keypad command.

CALL SCREENING

Provide a list of approved attendees and our operators will ensure the security of your conference.

PASSWORD/PASSCODE

Restrict attendance and ensure security by requiring participants to provide the operator with a pre-determined word or code in order to join the conference.

SUB CONFERENCE

Meet with your team, event VIP's or screen callers in a private room.

WEB BASED CALL CONTROLS

When you use Quick Assist with Quick Quarterback manage your meeting on the web. View the roster, control the Q&A, and chat with your operator.

WEB INTEGRATION

Use our Quick Visuals platform to add web presentation capabilities to your meeting

After Your Call

PARTICIPANT/ATTENDEE LIST

Provides a list of your attendee and participant information

AUDIO PRODUCTION

Professional recording and editing produces high-quality recording used for playback, feedback and reproduction

AUDIO REPLAY

A digital recording is available for those who are unable to attend or would like to review the call

TRANSCRIPTION

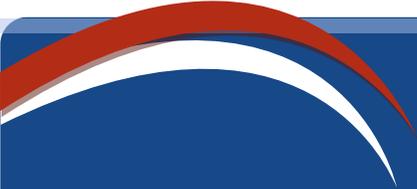
A written record of what was discussed during the conference can be provided electronically or in a hard copy document.

INDIVIDUAL CALL INVOICING

Provides you the call detail and call invoice immediately after the completion of the call.

POST MEETING SUPPORT

Your meeting specialist will consult with you and your staff/speakers to review and provide a wrap-up and next steps session.



For More Information:
Contact Sales at 877-438-4261 or sales@ganconference.com