

**AHME Request for Proposal and
Virtual Meeting Vendor Profile Questionnaire**

Vendor Name:	Tullyvision, Inc.		
Web	Page:www.exhibitormap.com		
Address:	914 Forest Grove Rd		
City:	Furlong	State:	PA Zip: 18925
Representative/Contact:	Michelle Powell		
Telephone:	215-260-5036	Email:	Tvision1@comcast.net
#Years of Experience with Virtual Meetings:	10		
#Years in Business Providing Virtual Meeting Services:	Business was established in 1985		

We have categorized the functions that are most important to our organization below. Please complete the questions as to functions within your software. Specific details may be requested.

Features for Institute

Availability May 12-14, 2021: Yes No Maybe

Session Abstract Collection/Review/Scoring

Y	N	?	
X			Submission Link
X			Able to be specifically set up for abstract submission using AHME preferences
X			Database of Submitters and Submissions for download to Excel and PDF (narrative info)
X			Abstract Review Module to be deployed to team of reviewers
X			Report of outcomes available in a downloadable format
X			Ability to produce mass communication email for communication with abstract submitters

Describe the setup time, knowledge and capabilities for staff to use successfully:
 We ask submitters to submit materials via a dropbox link we will set up.
 We then provide confirmation of receipt and review their materials for technical quality

Speaker Materials Collection/Training

Y	N	?	
X			Portal for uploading bios, photos, PowerPoints, and handouts
X			Ability to pre-record presentations?
X			Ability to produce mass communication email for communication with speakers

Additional Speaker Materials Collection/Training Questions:

When presenter updates slides, how quickly is new content visible to user?

We have a cutoff date of one week prior to the event to make slide updates

Describe the format needed for pre-recorded presentations:

The voice narration can be done in Powerpoint or in Zoom

Describe Speaker Training Process for both preparation of materials as well as presentation of topic:

We can hold rehearsal/training sessions to review how to record and coach speakers.

Presentation Functionality

Y	N	?	
X			Is there an ability to allow for Concurrent Breakouts and Tracks? If so, is there a limit to concurrent sessions? No limit
X			Ability to do multi-tiered breakout rooms within a session
X			Does software support a Panel of Speakers for presentation?
X			Is Live Chat/Chat Export during event possible?
X			Can the speaker show Live Polls during presentation?
X			Is there Question & Answer Capability to be used during presentation?
X			Are Videos permitted in presentations?
X			Whiteboard Functionality within presentation mode
X			Presenter Screen Sharing to attendees
X			Is there a Recording Options for later viewing?
X			Can the recording of sessions be restricted to administrative user and blocked for a viewer?

Additional Presentation Functionality Questions:

What options are there for Integration with another provider such as Zo om or Webex for delivery of presentation?

We use Zoom webinar.

Describe process for setting up Polling within a presentation:

The speaker will submit their polling questions to us and we will set them up.

Poster Session

Y	N	?
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X			Abstract Collection in advance
X			Poster PDF Upload by user
X			Poster Display Format within Technology
X			"On-Site" Voting Functionality
X			Ability to produce mass communication email for communication with poster submitters

Additional Poster Session Questions:

Is the Virtual Poster Session Presentation live or pre-recorded? We can do it either way

When a poster presenter updates poster file, how quickly is new content visible to user?
Within 24 hours

Please show how a poster would be displayed to a user and the way an attendee would vote on each: This is one example. We can customize a webpage to fit your needs
<https://www.exhibitormap.com/poster-gallery/>

Virtual Exhibit Hall

Y	N	?	
X			Vendor Support Booth Selection & Registration (including payment processing)
X			Booth Documents available within online booth?
X			Booth Video Presentations - pre-recorded?
X			Ability to conduct Live Chat Sessions
		X	Is software able to restrict times that attendees can interact with vendors? We can close down the website
X			Ability to produce mass communication email for communication with exhibitors

Additional Virtual Exhibit Hall Questions:

What other options are available for exhibitors to display logos (i.e., banners, session sponsorships, etc.)?

We have a wide variety of options, visit exhibitormap.com

Describe the exhibit booth functionality:

Please visit-<https://www.exhibitormap.com/3d/>

How do attendees leave contact information with exhibitors for lead generation?

An email contact form

Sample found here-<https://cpdevents.jefferson.edu/amwa/>

Attendee Experience

Y	N	?	
X			Is there a Mobile App as well as Computer Access for all content? Our sites are mobile friendly, we can also deliver a mobile app
X			Can Attendee create Personalized Schedule
X			Attendees must select only one activity per same time period?
X			Is attendee able to change session selections before event or while event is taking place?
X			Is attendee able to complete Note Taking on Slides
X			Virtual Tote Bag where AHME can share selected items of interest
X			Can staff communicate via Push Notifications before, during and after event?
X			Messaging between attendees possible?
X			Ability to produce mass communication email for communication with attendees
X			Is there an ability to set up Discussion Boards/Sessions during the event?

Additional Attendee Experience Questions:

Describe what the site looks like when attendee enters:

One Sample here-<https://www.mtsinaipd.com/exhibits/>
We have many designs

Describe the Gamification Options (points earned for tasks completed, leaderboard, "treasure hunt"):

This can be as simple as placing an icon on each booth or as sophisticated as creating a digital passport for each attendee to track their progress

Describe the setting up and maintaining of interactive networking events (ie; fun):
We would suggest using Zoom meetings

Post-Session Functions

Y	N	?	
X			Customizable Session Surveys and Overall Evaluation
X			Ability to invoke pre-test and post-test on specific presentation material
X			CME Tracking
X			Certificate Delivery (CME and Attendance)

Additional Post-Session Functions Questions:

Describe available reports for staff to evaluate effectiveness of event:

- **Registration:** Displays a list of registrants and their registration details.
- **Attendee:** Displays details about each attendee.
- **Performance:** Displays engagement statistics on registration, attendance and feedback.
- **Q&A:** Displays questions and answers from the webinar.

- Polling: Displays each attendee poll result.

Other Questions:

Technology Considerations

Y	N	?	
			Does software Requires Integration with Another Provider such as:
X			Zoom/GoToMeeting/Webex
			Multiple:
			Other:
X			Is AHME Branded Design able to be integrated throughout the platform and communications?
X			Are there options to bring in LMS content from other systems?
			Are other Integrations for promoting event available such as:
X			ACGI
X			WordPress
X			Social Media

Additional Technology Considerations Questions:

Describe your production support. Are there extra fees involved? If so, please describe:
 We provide concierge support services from start to finish and guide you through each step with instructional documents and support

What is expected response time for software actions for users within the conference? le:
 loading pages, presentations, chat responses, etc.
 Instantaneous

Are there limitations of functions when accessing content from mobile app? If so, what are these limitations?no

Do you anticipate additional bandwidth needed based on attendee numbers and if so, how does that affect planning? No

Describe in detail safeguards for protecting and controlling materials (i.e., sharing access with non-paying parties, access recording functionality, third-party screen sharing, etc.):
 Website can be password protected.

Service Level (Check all that apply):

Y	N	?	Please add pricing to each option selected

x			Vendor provides BOTH trained support staff and technology application Pricing:
			Vendor provides technology only Pricing:
			Vendor provides IT support staff only Pricing:
x			Vendor coordinates and instructs speakers Pricing:
x			Vendor provides full management of meeting for duration of the event Pricing?

Additional Technology Considerations Questions:

What is expected response time during set-up period? 24 hours

What is expected response time during the event? Immediate

How will attendees be supported with IT/connectivity issues during the event?
Via phone and email

Pricing/Fee Structure and Contractual Requirements

Y	N	?	Please add pricing to each option selected
x			Vendor works on a project basis Pricing:
	x		Vendor charges hourly rate based on actual number of staff hours worked Pricing:
x			Vendor requires signed contract
	x		Cost reduction in exchange for sponsorship opportunity

Additional Pricing/Fee Structure and Contractual Requirements Questions:

Please provide pricing for event as described in enclosed materials. Anticipate users to be 500-1000 total for event with sessions including chat function, polling and presentation. Our daily webinar fee is a 3 track event such as this is approximately \$9000/day.

This does not include development of a mobile app.

Our base price for a 3D exhibit hall is \$3200, which includes 8 booths. Additional booths are \$400 each

A virtual tote bag would be \$400 to build

Additional pages (i.e. Poster presentations, surveys, evaluations, tests, certificates, landing page, forums) run between \$350-\$1000, depending upon the complexity of the page. Gamification is also an additional cost which can range from \$25 per booth for an icon up to \$1000 to build out virtual passports for attendees.

Other licensing and user fees:none

Deposit requirements: 50%

Refund policy:

Guarantees: We deliver what we promise to deliver

Referrals:

3 Recent Clients and Meetings of similar activities and size of event

1. Company Name: Icahn School of Medicine at Mt. Sinai
Event:Advances in Peritoneal Dialysis
Contact Name & Email Address:Peter Brodhead
peter.brodhead2@mssm.edu

9/25/2020
2. Company Name:Johns Hopkins School of Medicine CME Office
Event:Retina Festival
Contact Name & Email Address: Ashley Rzepinnick asasant1@jhmi.edu
Date of Event 5/1/2020
3. Company Name:Jefferson University School of Medicine CME Office
Event:SGHE Webinar
Contact Name & Email Address:Christine Yeung christine.yeung@jefferson.edu
Date of Event 9/11-13/2020

3 References from Hospital, Medical School, Professional Society, and/or University Clients

1. Organization/Institution Name:
Contact Name & Email Address: Please see above, any more are available
2. Organization/Institution Name:
Contact Name & Email Address:

3. Organization/Institution Name:
Contact Name & Email Address:

Please attach biographical Sketches on Owners/Principals and Key Support Staff

Established in 1985, Tullyvision, Inc. has provided audio/visual support services to the CME industry for over 35 years. Our concierge style services, with great communication and attention to detail, at an economical cost, is unparalleled. This is one of the reasons why we have been involved in some annual courses for 30+ years and have a very devoted client base which includes Johns Hopkins School of Medicine, Jefferson School of Medicine, Icahn School of Medicine at Mt Sinai, Temple University School of Medicine, to name a few. Tullyvision is a women-owned business and is operated by Michelle Powell (President) and Christopher Powell (Vice President). Our outstanding staff of knowledgeable technicians strive for perfection in customer service, support and operations.

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FOR AHME USE ONLY

SET UP DEMO WITH TASK FORCE?

Yes
Date: _____ Time: _____

No
Reason: _____