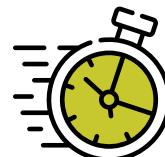


Premium Implementation Services

Faster onboarding. Smarter setup.

Cadmium

Our hands-on implementation service gets your Cadmium Eventscribe module up and running, quickly and correctly. We configure each module to match your event's specific needs, helping you reduce setup time and avoid common pitfalls.



Personalized consultation

We work closely with you to understand your event objectives. We carefully review your needs and goals to provide tailored recommendations for your tech setup.



Comprehensive Eventscribe product setup and onboarding

We build your product with customized settings for optimal performance, aligning best practices with your event goals.



**You manage the event.
We'll handle the tech.**





EDUCATION HARVESTER

Education Harvester Configuration

- Setup of the Education Harvester in Cadmium, including:
 - Configure speaker tasks (up to 10) based on event-specific requirements.
 - SB will provide Top 10 best practices for task templates.
 - Client provides task deadlines and text.
 - Configure login page based on client's needs.
 - Set up speaker email templates (max: 10 templates).
 - Please remember that you can't preschedule emails with filters. Please work with your Cadmium PM on this.
 - Custom branding and client-specific language where applicable.
- Configure all Ed Harvester settings
- Accepted Session Data Migration
 - Client will provide lists of accepted sessions.
 - If client is using scorecard, SB to complete migration
 - If not using scorecard, client to complete session worksheet provided by SB
 - Review with the client which data fields must be migrated from the Scorecard to the Education Harvester.
 - Manage data mapping and formatting to ensure compatibility with the Education Harvester.
 - Configure up to 5 session tags (topic, session type, course, etc.) used to group and filter sessions.
 - Configure up to 10 build codes based on the client's needs.
 - Configure up to 5 speaker roles based on client's needs.
 - Quality assurance to verify data integrity post-migration.

Testing and Quality Assurance

- Conduct end-to-end testing of the Education Harvester, including:
 - Speaker portal
 - Speaker tasks
- Adjust configurations based on client feedback prior to launch.

Training

- Provide client staff with 1-hour Zoom training on using the Education Harvester, including managing sessions, generating reports, and troubleshooting common issues. Zoom will be recorded and sent to the client.

Launch and Support

- Oversee the launch of the Education Harvester, including final testing and live site verification.
- Provide real-time support for the first-week post-launch to address any issues.

To discuss your Cadmium setup, contact:

Traci King | 770-235-3509
tking@discoversb.com