



WE DEVELOP A MARKETING CULTURE

WEBINAR HOSTING

Select our full-service solution if you prefer to leave everything to us.

iINFO takes full responsibility for your webinar production. Payment is per webinar and no further investment is necessary.

As a price indication, iINFO charges 25% of the total income of the webinar if tickets are sold, and an agreed flat rate if the webinar is broadcasted free of charge.

Contact us today for any enquiries -our sales team is happy to answer any questions. iINFO strives to keep the costs down to a minimum for you.

How it works:

- An online or personal meeting is scheduled with the client to discuss the procedure, the client's goal, the format, and length of the webinar.
- A timeline is set – usually the webinar should take place between 7 to 10 days from distributing the advertisement material.
- A short video is recorded where the client does a presentation on the theme of the webinar, who the target market will be, the time and the cost if any for clients to register for the webinar.
- iINFO will then prepare and send through the invites on social media and per e-newsletters
- These invites will be distributed nationally to a contact basis of 6000 business emails and 10 000 Facebook followers, 2500 Twitter and 2500 Instagram followers.
- The client will then also distribute the material to his/her own data basis
- Potential viewers will then follow the link on the ad and book and pay directly for the webinar
- iINFO will log in and register as an administrator on the client's platform – at this stage Zoom is used (The client must be registered on Zoom)
- iINFO use Quicket as a pay system, who will after the webinar send a list of the clients who registered and pay, with contact details through to us and pay the amount over in 7 working days.
- A final link will be sent to the clients two days before the webinar – with a reminder to add the event on their calendar.
- Clients can then log in on the date and time of the webinar

Event Information

Webinar Theme	
Presenters name	
Target market	
Single presenter or discussion panel	
Date	
Time	
Registration fee	
Date of first interview	
Date of marketing launch	
Date of reminder and link post to registered parties	
Notes	

Client Information

Business Trading name	
Statutory name	
Co Reg number	
VAT number	
Physical address	
Postal address	
Contact person	
Email	
Mobile	
Land line	
Website	
Note:	

Representative Information

Name & Surname	
ID	
Mobile	
Email	
Physical address	
Postal address	
Website	

PAYMENT OPTION

Full payment required on confirmation of order	Select option
Credit card	
EFT	

DIRECT PAYMENTS CAN BE PAID INTO:

Info Trust, Nedbank, Cheques account no: 1468137409, Branch: 141949

Terms & Conditions

- iINFO undertake to conduct and host this event as per information on the procedure on page 1
- iINFO can not take any responsibility on the outcome of ticket sales of the webinar
- iINFO undertake to follow all the steps according to the timeline in paragraph 1
- iINFO undertake to pay the total income less 25% over to the client within 7 working days
- In the case of a free webinar the client will be invoiced according to the fee agreed, and payment will be expected on time of receiving.
- The client will be entitled to the video material which also will be kept in the archive of www.iinfo.co.za

The signatory hereby warrants and agrees that:

- 1 He/she is duly authorized to sign this agreement for the duration agreed on in this contract
- 2 That he/she read and understands the contents and terms and conditions of this agreement
- 3 That he/she agrees that there are no misunderstandings or misinterpretations regarding the contents of this agreement as being explained by the agency or representative of the agency (Agency refers IINFO)

Signed at _____ on the _____ day of _____ 20 _____

Full name: _____

Signature: _____

Witness 1: _____

Witness 2: _____

ADMINISTRATIVE

iINFO Representative _____

Notes _____