

Eventful events, made easier

“The success (or failure) of an event directly reflects on my company and me. Whether a large tradeshow or intimate customer affair, I have the responsibility to make it all go well. I used to rely heavily on meetings to make sure people were aligned. With Cisco Webex Teams, I can assemble teams and see their statuses faster. With less meetings, I have more time to focus on what matters.”

[Download the Cisco Webex Teams App](#)

Organize everyone and everything by event.

Open a team folder for each event and add the appropriate people. In each team folder, create spaces based on different event activities. Ideas for spaces are booth planning, product demos, giveaways, and speakers. @Mention the lead for that sub-team and let planning begin.

[Create a team](#) | [Make sub-team spaces](#) | [@Mention](#)

Spread information. Share files and ideas to level-set in the appropriate spaces. Don't wait for the kick-off meeting to build interest and start work.

[Send a message](#) | [Share files](#)

Keep a finger on the pulse. Toggle between team folders and spaces to see how each of your sub-teams is doing. Permanent chat allows you to track deadlines and accomplishments, making less meetings needed!

Keep people engaged. Use 1:1 spaces to individually catch up with teammates. To solve problems quickly, call individuals on the fly. Click on a person's avatar to instantly make a video call.

[Call on the fly](#)

Schedule meetings when you need them. Use spaces to schedule meeting with one simple click. All the names of people in the space and the meeting information automatically populate into invite. Just pick a time.

[Schedule a meeting](#)

“I am more organized, have more control, and feel less stressed.”

- Event Manager



✓ Don't chase information

✓ Have a line of sight into the big picture