

Book a managed webcast

We offer a variety of event types to accommodate your presentation and how you would like viewers to access the event. Each event type includes a 30-minute pre-conference and 90 minutes of presentation time.

If you need additional training, you can request a 60-minute Dry Run before the event. An event production manager provides event delivery and feature training in the Live Studio.

For detailed information about each option, click the info button on the Managed Webcast Request site or check the [Managed Webcasting Feature Summary](#).

Before you begin

Make sure you have everything you need to book your event.

- [Plan your managed event before booking](#) contains a helpful review of event options and information required to complete the request form.
- Make a note of the Client ID associated with the account. If you do not know the Client ID, contact the account holder.

To book a managed webcast:

1. Go to the [Managed Webcast Request site](#).
2. On the Event Information page, enter the name of the Account Holder - the person who manages the logins for the account - and the Client ID for the account.
3. Then, enter the name, email, phone number, and company of the person organizing the event.
4. For Speaker, enter the names of the presenters and their titles. Click **+ Add Another Speaker** to add more presenters.

Speaker Name	Speaker Title
<input type="text" value="Jenna Cohen"/>	<input type="text" value="Director of HR"/>
+ Add Another Speaker	

5. Enter the event title, date, start and end time, and time zone. Click **Continue**.

The screenshot shows a form titled "Event Details" with the following fields:

- Event Title**: A text input field containing "Annual Benefits Enrollment".
- Event Date**: A date picker showing "2021-04-01".
- Event Start Time**: A time picker showing "2:00 PM".
- Event End Time**: A time picker showing "3:00 PM".
- Time Zone**: A dropdown menu showing "Eastern Time".
- CONTINUE**: A blue button at the bottom right.

6. On the Web Event Details page, enter the name, email, phone number, and region of the person you'd like the event production manager to contact about the event.
7. Select the web event type, telephone or video broadcast type, player size (if you're broadcasting a video event), the estimated number of viewers you expect, and the date you'll need the event link to start promoting the event.

The screenshot shows a form titled "Web Event Details" with the following fields:

- Web Event Type**: A dropdown menu showing "Live".
- How will presenters join and broadcast the event?**: Radio buttons for "Telephone" and "Video Streaming" (selected).
- Video Streaming Options**: A dropdown menu showing "Webcam".
- Player Size**: A dropdown menu showing "480p Widescreen Video (854x480)".
- Estimated Web Participants**: A dropdown menu showing "500".
- When do you need the link to start promoting the webcast?**: A date picker showing "2021-03-15 12:00".

Additional text and options on the right side of the form:

- Video Streaming Options**: "Broadcast video from one webcam source. Before the event, the presenter must install a driver that lets the webcast event connect to their webcam. Recommended if the event has only one presenter or one webcam source. For multiple cameras, select Video Bridge or On-Site Encoder."
- Player Size**: "High resolution 16:9 widescreen (854 x 480 pixels). Bit rates:
 - Webcam - 896 kbps (High) / 296 kbps (Low)
 - Encoder - 896 kbps
 - VCU - 896 kbps
 - Video Bridge - 896 kbps / 296 kbps (Adaptive Bit Rate)

8. Select the included features and add-on features you'd like to add to the event. The included features on the left have been pre-selected and are available at no additional charge. Clear the check box next to any feature you don't want to include. The add-on features on the right incur an additional charge.
9. For additional live event delivery training, select **Dry Run** and enter the date and time, time zone, the name of the person requesting training, and their contact info. Click

Continue.

10. On the Audio Event Details page, under Do you need an audio (phone) conference?, select **No**.

Select Your Audio Event Services

Do you need an audio (phone) conference in conjunction with your Webcast?*

Note: Audio conferences are conducted by a live operator.

☐ Yes

☒ No

11. In the Additional Comments box, enter any special instructions or questions you have.

12. When finished, accept the terms and conditions and click **Submit**.

After you submit your request, an event production manager will contact you within 48 hours to confirm the event details.

Revision #5

Created 9 May 2022 13:15:35 by Chantal

Updated 13 May 2022 19:35:03 by Chantal