

# Book a managed webcast with operator-assisted audio

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.

You can also include a Lumen operator-assisted audio conference in conjunction with your webcast. Operator-assisted audio allows viewers to dial in to the event with their phones to listen and participate in live audio Q&A.

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 with Lumen operator-assisted audio:

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"/>
<a href="#">+ Add Another Speaker</a>	

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

<b>Event Title</b> *		
<input type="text" value="Annual Benefits Enrollment"/>		
<b>Event Date</b> *		
<input type="text" value="2021-04-01"/>		
<b>Event Start Time</b> *	<b>Event End Time</b> *	<b>Time Zone</b> *
<input type="text" value="2:00 PM"/>	<input type="text" value="3:00 PM"/>	<input type="text" value="Eastern Time"/>
<a href="#">CONTINUE</a>		

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.

<b>Web Event Type</b> ⓘ	
<input type="text" value="Live"/>	
<b>How will presenters join and broadcast the event?</b> ⓘ	
<input type="radio"/> Telephone ⓘ	
<input checked="" type="radio"/> Video Streaming ⓘ	
<b>Video Streaming Options</b> ⓘ	
<input type="text" value="Webcam"/>	
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.	
<b>Player Size</b> ⓘ	
<input type="text" value="480p Widescreen Video (854x480)"/>	
High resolution 16:9 widescreen (854 x 480 pixels). Bit rates: <ul style="list-style-type: none"><li>• Webcam - 896 kbps (High) / 296 kbps (Low)</li><li>• Encoder - 896 kbps</li><li>• VCU - 896 kbps</li><li>• Video Bridge - 896 kbps / 296 kbps (Adaptive Bit Rate)</li></ul>	
<b>Estimated Web Participants</b> ⓘ	
<input type="text" value="500"/>	
<b>When do you need the link to start promoting the webcast?</b> ⓘ	
<input type="text" value="2021-03-15 12:00"/>	

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. 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 **Yes**. For the Audio type, select **Event Express** or **Event**. Then, select the audio conference features you need.

**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

**Select an Audio Type**

☒ **Event Express** - Participant lines are automatically placed on music hold until the conference begins.

☐ **Event** - Participant lines are answered by a live operator. The operator collects the required fields of information and places the participant on music hold until the conference begins.

☒ Recording

☐ Audio Replay

☒ WAV

**Turnaround Time**

3-5 Days (Standard) ▼

☐ CD

☐ Transcription

☐ Clearance Line

☐ PIN Entry - *Only available with Event Express audio. Must provide in required template at least 24 hours prior to Event Date.*

☐ Total Line Count

11. In the Details of Your Event section, enter the number of speakers and attendees you expect to dial in with US & Canada Toll and Toll-Free numbers, and International Toll-Free numbers.

Details of Your Event

Expected Number of Dial-In Audio Speakers & Participants

**U.S. & Canada Toll-Free**

<b>Number of Speakers</b>	<b>Number of Participants</b>
<input type="text" value="1"/>	<input type="text" value="499"/>

**U.S. & Canada Toll\*\***

<b>Number of Speakers</b>	<b>Number of Participants</b>
<input type="text" value="0"/>	<input type="text" value="0"/>

**\*International Toll-Free\*\***

<b>Number of Speakers</b>	<b>Number of Participants</b>
<input type="text" value="0"/>	<input type="text" value="0"/>

**\*\* Please note the countries & number of lines needed in the comments section below**

12. In the Additional Details section, select the type of introduction you'd like the operator to give, whether you'd like to take questions over the phone, and whether you want to schedule a dress rehearsal.

Additional Details

<b>Introduction Type*</b> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Standard</li> <li><input type="radio"/> Countdown</li> <li><input type="radio"/> Custom</li> </ul>	<b>Audio Q&amp;A*</b> <ul style="list-style-type: none"> <li><input type="radio"/> Yes</li> <li><input checked="" type="radio"/> No</li> </ul>
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**Would you like to schedule an event Dress Rehearsal?**

*A dress rehearsal is a formal, mock live event, which includes operator assisted audio (if selected) and replicates the full experience of the live event. We recommend dress rehearsals for new clients and/or high-profile events, allowing for full testing of all event components. Dress rehearsals should be conducted at least 24 hours before the live event.*

- ☐ Yes
- ☒ No

13. In the Additional Comments box, enter the number of lines you need for US & Canada toll-free and International toll-free numbers and the countries your viewers will be dialing in from. You can also enter any special instructions or questions you have.
14. 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.

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