

BT Managed Streaming Quick Start Guide

List of features available:

- **Slides:** Load and advance PowerPoint slides during the presentation.
- **Media Files:** Load and play a clip during a live presentation, i.e. mp3 or .mp4 file.
- **Chapters:** Display a 'table of contents' during the archive period of your event.
- **Resource list:** Enables participants to download documents from a window within your event or access URLs or podcasts.
- **Contact us:** An easy means for viewers to contact you via an email address.
- **Questions and Answers:** Allow viewers to see answers from the presenter / moderator.
- **Polling:** Create an interactive poll with participants. Results may be shared with participants, or hidden.
- **Event moderator:** Support from a BT Event Manager to advance the slides and manage the collaboration activity during the event.

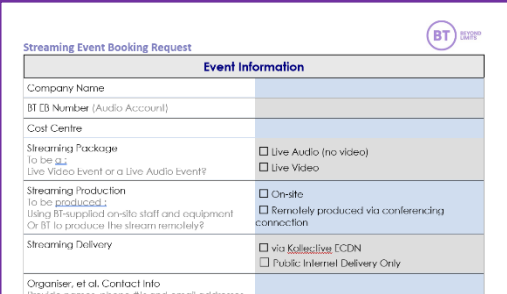
Things you need to know to book:

- BT billing number (EB number).
- Cost Centre.
- Streaming package required: Live video or live audio only event?
- Streaming production required: On-site or remote.
- Event details: Name, date, time.
- Approx. number of webcast viewers.
- Whether password to access streaming event is required.
- Audience registration page details.
- Player page options. Previous design or new.

How to book BT Managed Streaming

To book a BT Managed Streaming service:

1. Simply complete the booking form here
~insert link~.



The screenshot shows a 'Streaming Event Booking Request' form with a 'BT' logo in the top right corner. The form is titled 'Event Information' and contains several sections with input fields and checkboxes:

Event Information	
Company Name	
BT EB Number (Audio Account)	
Cost Centre	
Streaming Package To be used: Live Video Event or a Live Audio Event?	<input type="checkbox"/> Live Audio (no video) <input type="checkbox"/> Live Video
Streaming Production To be produced: Using BT-supplied on-site staff and equipment Or BT to produce the stream remotely?	<input type="checkbox"/> On-site <input type="checkbox"/> Remotely produced via conferencing connection
Streaming Delivery	<input type="checkbox"/> via Kollective ECDN <input type="checkbox"/> Public Internet Delivery Only
Organiser, et al. Contact Info	

2. Then send to XXXXXXXX.



3. You will receive confirmation once your meeting is booked.



For more information:

Visit: www.globalservices.bt.com/en/my-account/support/collaboration/bt-streaming

Email: bt.streaming@bt.com