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| **Event Information** | |
| Company Name |  |
| BT EB Number (Audio Account) |  |
| Cost Centre |  |
| Streaming Package  To be a :  Live Video Event or a Live Audio Event? | Live Audio (no video)  Live Video |
| Streaming Production  To be produced :  Using BT-supplied on-site staff and equipment  Or BT to produce the stream remotely? | On-site  Remotely produced via conferencing connection |
| Streaming Delivery | via Kollective ECDN    Public Internet Delivery Only |
| Organiser, et al. Contact Info  Provide names, phone #’s and email addresses for each person who will   * receive the Booking Confirmation and * be contacted to schedule an Event Consultation with BT |  |
| Event Title |  |
| Event Date |  |
| Setup Start Time (typically 30-min prior to Event Start Time; specify time zone) |  |
| Event Start Time |  |
| Event End Time  Standard events are up to 1 hour in duration. |  |
| Event Address  Physical location where on-site production is to take place | Not applicable; else specify: |
| Number of Webcast Viewers  Standard streaming packages allow up to 1,000 simultaneous live or on-demand viewers. | up to 1,000  1,001 – 5,000  5,001 – 10,000  more than 10,000 |
| Comms Line  Open communications line telephone number and PIN (optional) or contact numbers to be provided in case of emergency - essential for communication between audio operator and the BT Streaming Event Manager. | Not applicable; else specify: |

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| Event Responsibilities  For each Event, the BT Streaming Event Manager will:   1. schedule resources and consult with Customer 2. build the event in the streaming platform 3. run pre-event tests with Customer 4. launch the live webcast   Thereafter, Customer may elect to have BT manage the live event until its conclusion, or to have their own Moderator advance all slides and stop the event at its conclusion. | BT-Managed, where BT advances slides per Customer’s scripted instructions  BT-Monitored, where Customer’s Moderator advances slides, manages interactivity with the audience, and stops the live streaming at the end of the Presentation |
| Pre-Event Consultation  A successful event starts with the BT Streaming Event Team meeting with you in order to discuss your event in further detail. BT recommends having this “Kick-Off” Meeting as early as possible (at least 5 business days prior to the live event) with key stakeholders.  Kindly provide the following details in order to allow the BT Streaming Event Team to set up this meeting. | Name:        Email:  Phone (with country code):  Requested Consultation Date:  Requested Consultation Time: |
| Password to access streaming event  A unique password of your choice must be assigned for security purposes. The password is case sensitive and must not contain any spaces. | Assign pwd: |
| Audience Registration Page  Enables you to collect valuable information from your audience before they attend your event. Standard fields are: First Name, Last Name, and E-mail address. | Yes  No |
| Player Page Options  If known, enter the name of a previously used design or event if applicable. If you wish to have a company logo displayed on the audience screen, then please attach an image in PNG format with this form. | Use Previous Design/Event  Modify an existing screen, or create a new one |
| Presentation Features  **Slides** allows you to load and advance PowerPoint slides during the presentation.  **Media Files** may also be loaded and played during a Live Presentation, i.e. Audio or Video clips that are in .mp3 or.mp4, respectively.  **Chapters** allows you to 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 (.doc, .docx, .ppt, .pptx, .xls, .xlsx, .pdf), or access URLs or podcasts (.mp3, .mp4) without leaving your Event. Maximum size is 25 MB per file.  **Contact Us** provides an easy means for viewers to contact you via an email address you specify.  **Questions and Answers** may be configured so that viewers also see Answers back from the presenter / moderator if typed.  **Polling** allows you to assess Participant comprehension or opinion on a topic from a provided list of answers. Results may be shared with Participants, or hidden.  Email Address of Presenter and Event Moderator  If elected, you may have a single Event Moderator push slides for the Presenter, and manage the Collaboration activity during the Event. If Q+A has been requested this may be managed by another person you select. Please provide the email addresses of those people so that we can provision this service. For security, they will receive an email with instructions to authenticate their account. | Presentation:  Speaker Bio  Slides  Audio or Video media files  Chapters  Resource List  Contact Us  Collaboration:  Questions & Answers  Polling  Allow Comments to Presenter  Allow Likes  Moderator/Q&A by BT Streaming Event Manager |

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| **Video Booking Information** (if applicable) | |
| Pre-Event Set-up and Testing  Preferences - describe preferences and expectations for testing the communications and configuration prior to the launch of the live event, i.e. start-time (day prior, or 30-min prior?), who will be on the test, confirm roles of Presenter and BT Streaming Event Manager, etc.  Duration (default is 30 minutes) – this is extra time added prior to the actual start time of the Event to avoid any troubleshooting which may impact start time of the conference. | Preferences for Pre-Event testing? Use space here and below to provide details.    Additional Setup or Testing time required?  Yes  No |

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| **Video Booking Information (if applicable)** | |
| Site Information  Please provide the video conferencing endpoint IP address or ISDN number that you would like to include in your event. BT will use these details to initiate a connection to your endpoint(s). For a Video streaming event, an IP address or ISDN number must be provided for the booking to be progressed.  Please ensure that all systems are powered on 30 minutes prior to the start of your event.  If you require more than 4 sites then please enter the details in field below.  If you would like to arrange endpoint testing then please call the BT helpdesk. | Site 1 IP address, or ISDN number  Site 2 IP address, or ISDN number  Site 3 IP address, or ISDN number  Site 4 IP address, or ISDN number  Additional Site Details |
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| **Audio Booking Information** (if applicable) | |
| Attended/Automated/Pre-Registration?  **Attended**: All callers are answered by an operator and put through to the event; for this we can also capture details from your participants.  **Automated**: All callers enter the call through our automated system – we are unable to capture caller information on this type of call.  **Pre-Registration**: Automated entry but Participants are requested to register online to receive joining details. | Attended  Automated    Pre-Registration |
| Name of Chairperson |  |
| Name of Additional Speakers (if known) |  |
| Number of Audio Lines Required (including Speaker lines) |  |
| Do you require Global Access Numbers for Participants?  Please note that for calls over 60 lines, BT will require a breakdown of estimated number of lines dialing in from each country and Confirmations for Local Access Calls of 60 lines or more can take up to 3 working days. | Yes  No |
| PSTN Only/PSTN and Freephone? | Yes  No |

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| **Additional Event Information** (if applicable) |
| Additional Event Requirements: Please provide as much detail as possible when specifying any additional event requirements, i.e. on-site production requirements or services not specified elsewhere. |

Please provide all relevant information relating to your booking request. Failure to do so may cause delays in processing your booking.

Please submit your completed Booking Form to [btc.streaming@bt.com](mailto:btc.streaming@bt.com)

If BT receives a completed Booking Form with less than 72 business hours prior to the scheduled start time, BT may be unable to schedule your event. If the event can be scheduled, a “Rush Fee” will be applied.