Announcement email

Send when service is ready

**We recommend you copy the content below into your internal communication template.**

Subject

**New service to help manage your high-profile virtual events.**

Content

At **<your organisation >** we are always looking for ways to simplify and improve the collaboration tools available for our people. We are excited to announce you now have the option to book support for your high-profile event calls that require thorough organising and execution with **<service name>**.

What support is available?

With **<service name>** BT will manage:

* planning and scheduling your event **<if applicable>**
* set-up of the event using the agreed technology **<if applicable>**
* arranging a separate rehearsal session **<if applicable>**
* deliver the event introduction and Q&A **<if applicable>**
* prepare presenters to go live for the event**<if applicable>**
* provides post event reports. **<if applicable>**

When to use **<service name>**?

* high value meetings
* key stakeholder communication in and outside of your organisation
* board meetings
* single or multiple day events
* urgent meetings during crisis.

How do I book?

To book this service please contact **<insert instructions on how to book>**.

For help to get started with the service, visit the BT [Support Centre](https://www.globalservices.bt.com/en/my-account/bt-support-centre). **<note this will go to the homepage please direct your users to the correct service>**

Thank you,

Internal Endorser