Zoom Webinar

Virtual Events

With Virtual Events, you benefit from the service of a professional event producer who assists you before, during and after your event.

Roles and responsibilities

Requestor/Booker: Completes the booking form and raises a request.

Virtual Events producer (BT): Schedules the event, sends invites, hosts a rehearsal, conducts checks before the event, supports during the event and moderates Q&A. Provides post event reports.

Presenters: Speakers who deliver content during the event.

Participants: Attendees joining the live event as audience or watching on demand.

Features
Summary of key features and capabilities:

Feature	MS Teams live event
Maximum number of participants	Up to 50,000 participants depending on the license
Maximum event duration	24 hours
Maximum number of producers and presenters	Limited to the maximum Webinar capacity
Maximum number of concurrent events	1 per host license
Q&A	Available (written and 2 – way audio)
Video content share	Available (speakers only)
Recording	Available
Live captions/subtitles	Available

View the full list of features or alternatively speak to the Virtual Events team.

Note: Some steps, screenshots and options may differ slightly depending on the application, browser, operating system, and software version you are using.

Booking an event

Before you begin the scheduling process, please have the following information ready.

BT account holder details:

1. billing EB no. (if available)
2. company name
3. first and last name
4. phone number
5. email address
6. time zone

Event details:

1. topic
2. event date
3. event start time and time zone
4. duration of event
5. number of participants
6. presenter(s) details e.g., name(s) and email address(es).

To book an event complete the booking form and send via email to the Virtual Events team at: virtualevents@bt.com

The Virtual Events team will schedule the event within 48 hours and send confirmed email invites with joining links.

Note: The joining links for presenters and participants will be different.

Learn more

- Screen sharing a PowerPoint presentation>
- Joining and participating in Zoom Webinars>

Discover more about Zoom Webinar Virtual Events at the BT support centre >