Virtual Events - Microsoft Teams Live Events - Booking Form

Please complete this booking form and send to our team at [virtualevents@bt.com](mailto:virtualevents@bt.com).

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| **Booker information** | |
| **Company name:** |  |
| **EB number, if known:** |  |
| **Name:** |  |
| **Email address:** |  |
| **Phone number:** |  |

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| **Event details** | |
| **Event name:** |  |
| **Number of attendees: (Max 10,000)** |  |
| **Cost centre/Reference number: (If needed)** |  |
| **Date:** |  |
| **Start time: (inc. time zone)** |  |
| **Duration: (Max 4 hours)** |  |

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| **Presenters** | | |
| Please provide the names and email addresses of anyone you wish to speak on your event below.  It is important you provide these details to us ahead of the event so we can enable your speaker’s presenter access, which will allow them to share content and join the private speaker room ahead of the event.  Your presenters will receive a calendar invitation directly from Teams – we recommend that presenters join at least 15 minutes early to ensure setup checks can be completed.  Presenter invitations will also include dial-in details in case a presenter needs to join remotely. | | |
| **Main presenter (name/email):** |  | |
| **Additional presenters (names/emails):** | **Names** | **Email** |
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| **Allow presenter invite to be forwarded on:**  (if yes is selected, anyone who is forwarded the presenter invite can join as a presenter) | Yes | No |
| **Additional info (if any) to be included in presenter invites:** |  | |

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| **Features** | | |
| **Event access:**  **Org-Only** (only attendees from inside your MS 365 organisation can join – external presenters can be invited on request)  **Public** (attendees from in and outside of your organisation can join) | Org-Only  Public | |
| **Written Q&A:** | Yes | No |
| **Content to be shared by presenter:** | PowerPoint | Webcams |
| Desktop Share | Videos |
| **Agenda/running order:** |  | |
| **Any additional information:** |  | |

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| **Accessibility** | | | |
| **Live captions:** | Yes | | No |
| **If ‘Yes’ to captions, please confirm the language that the event is taking place in:**  (this is needed to ensure accurate captioning – for the list of supported spoken languages please see the list [**here**](https://support.microsoft.com/en-us/office/use-live-captions-in-a-live-event-1d6778d4-6c65-4189-ab13-e2d77beb9e2a#bkmk_organizers)) |  | | |
| **Live caption translation:** | Yes | | No |
| **Languages to be made available in live subtitle translations: (Up to 6)**  (for the list of supported translation languages please see the list [**here**](https://support.microsoft.com/en-us/office/use-live-captions-in-a-live-event-1d6778d4-6c65-4189-ab13-e2d77beb9e2a#bkmk_organizers)) | 1. |  | |
| 2. |  | |
| 3. |  | |
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| **Post event** | | |
| **Recording made available to attendees**  (please ensure you have made your audience aware that the event will be recorded) | Yes | No |
| **Copy of attendee engagement and Q&A report via email** | Yes | No |
| **Copy of transcription (auto-generated) via email** | Yes | No |

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| **Rehearsal** | |
| A 30-minute rehearsal is included in your event package, during which your event producer will be able to walk through what will happen on the day, carry out technical checks and answer any questions you may have. The rehearsal will be a separate event booking set up to mirror your main event so that you can test out the available features. | |
| **Rehearsal date:** |  |
| **Rehearsal start time: (inc. time zone)** |  |
| **Presenters (names/emails):** |  |
| **Please advise if there are any specific features you would like to go over during your rehearsal:** |  |

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| **If you wish to book a recurring series of events, please include details below:** | | | |
| Please be aware that each event will have unique presenter invitations and attendee links. | | | |
| **Series pattern** | Daily | Weekly |  |
| Monthly | Yearly |  |
| Others, please specify: | | |
| **Additional details:** |  | | |

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| **We will process your request within 48 hours and contact you to confirm your booking.** |
| If you have any questions regarding a booked event or any future events, please do not hesitate to contact us at [virtualevents@bt.com](mailto:virtualevents@bt.com).  Please ensure any changes are communicated to us 48 hours before the event is due to take place.  If you wish to cancel your event, we will require a 48-hour notice, any cancellations beyond that time may incur charges.  For pricing queries, please contact your BT Account Manager. |