Virtual Events – Webex CCA-SP Webinar - 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:** |  |
| **External Billing (EB) number, if known:** |  |
| **Name:** |  |
| **Email address:** |  |
| **Phone number:** |  |

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| **Webex Webinar Site Details** | |
| **Webex site URL** (e.g. [www.companyname.webex.com](http://www.companyname.webex.com))  Only needs to be completed when we run the event on your own site. |  |

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| **Event details** | | |
| **Event name:** |  | |
| **Presenters (names/emails):** |  | |
| **Number of attendees:** |  | |
| **Cost centre/Reference number: (If needed)** |  | |
| **Date:** |  | |
| **Recurrence Pattern:** | One-time | |
| Daily | |
| Weekly | |
| Monthly | |
| Other: | |
| **Setup Time:**  Speakers can join 30 minutes before the call start to run through the call details with the Event Producer. **If you would like to extend the setup time, please let us know.** |  | |
| **Start time: (inc. time zone)** |  | |
| **Duration:** |  | |
| **Registration Requirement:** If you wish to receive a registration report closer to the date, please contact our helpdesk. | Yes | No |
| If yes, please provide the data you wish to capture (e.g. Company Name): | |
| **Corporate auditorium venues are used with Events:** | Yes | No |
| If yes, please provide contact details BT event team to work with on the auditorium venue: | |

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| **Rehearsal (Please fill if required)** | |
| 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):** |  |
| **No. of attendees of the rehearsal:** |  |
| **Please advise if there are any specific features you would like to go over during your rehearsal:** |  |

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| **Features** | | |
| **Q&A:** | Yes | No |
| **Polling:** We can create polling questions and load them to your event.  Please forward your polling questions and answers to [Virtualevents@bt.com](mailto:Virtualevents@bt.com). | Yes | No |
| **Agenda/running order:** |  | |
| **Any additional information:** |  | |
| **Webex Assistant:** To find out more please click [here](https://help.webex.com/en-us/article/ygksov/Webex-Assistant-for-Webex-Meetings). | Yes | No |
| **Live captions:** | Yes | No |
| **Live Translation:**  To find out more please click [here](https://help.webex.com/en-us/article/nqzpeei/Show-real-time-translation-and-transcription-in-meetings-and-webinars#Cisco_Reference.dita_8daebbd0-c640-44f8-bacc-4e4b26ce19fa). | Yes | No |

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| **Post event** | | |
| **Recording:**  (Please ensure you have made your audience aware that the event will be recorded) | Yes | No |
| **Attendee List:** | Yes | No |
| **Copy of (auto-generated) transcription via email:** | Yes | No |
| **Post- call report recipients** |  | |

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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).  Cancellation policy   * If you cancel with **at least 48 hours**’ notice, there will be no charge. * If you cancel with **less than 48 hours’ notice but more than 24 hours**, you will be charged 50% of the price for the total booked duration time. * If you cancel **less than 24 hours or do not show**, you will be charged 100% of the price for the total booked duration time.   For pricing queries, please contact your BT Account Manager. |