

BT Managed Event Premium Services Call Quick Start Guide

Booking a meeting

Gather the following information

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

Speaker details:

- company name
- first and last name
- phone number
- email address
- time zone.

Meeting details:

- topic
- meeting date
- meeting time and time zone
- duration of meeting
- number of participants.

Features

Please also decide which features you'll need. If there's a feature you need that isn't in My Meeting Manager, please call the help desk. See the Features section for a full list of features available during your BT Managed Event. Please check with your customer contract for feature charges that may apply to BT Managed Event Premium Services.

Inviting participants

After you've reviewed your confirmation email and checked that all the information is correct, invite your participants.

To invite participants

- Open the 'global_participant_attachment.txt' attachment from your confirmation email then copy and paste it into your email.

Tip: Send only participant passcodes, attendee meeting keys and/or passwords. Don't send chairperson passcodes or host meeting keys, so your meeting will remain secure.

To invite speakers

- Open the 'global_speaker_attachment.txt' attachment from your confirmation email then copy and paste it into your email.

Tip: To avoid confusion, send your speakers only the chairperson codes.

Joining a meeting

Meet and Greet entry

If your chairperson has scheduled a BT Managed Event Premium meeting with Meet and Greet entry joining a call is easy. For faster entry, have your meeting invitation easily accessible.

To join a BT Managed Event Premium Meet and Greet meeting:

- dial in 5 minutes before the start time
- give your first and last name to the coordinator
- give the passcode to the coordinator.

You might be asked to give more information such as your company. Then the coordinator will tell you what to expect (such as music before the meeting begins) and to press '*0' if you need assistance.

Instant entry and pre-registration

If your chairperson has scheduled a BT Managed Event Premium meeting with instant entry and pre-registration, simply follow the instructions in your email invitation.

See full guide at:

<https://www.globalservices.bt.com/en/my-account/support/collaboration/bt-managed-event-premium-services-call/user-guides/booking-a-meeting>

