

# Features and how to book



## Managed Streaming

How and when to use features available from our online webcasting service and steps to book your event.

### List of features available

1. **Slides:** load and advance PowerPoint slides during the presentation.
2. **Media files:** load and play a clip during a live presentation, i.e. .mp3 or .mp4 file.
3. **Chapters:** display a 'table of contents' during the archive period of your event.
4. **Resource list:** enables participants to download documents from a window within your event or access URLs or podcasts.
5. **Contact us:** an easy means for viewers to contact you via an email address.
6. **Questions and answers:** allow viewers to see answers from the presenter / moderator.
7. **Polling:** create an interactive poll with participants. Results may be shared with participants or hidden.
8. **Event moderator:** support from a BT Event Manager to advance the slides and manage the collaboration activity during the event.

### Things you need to know to book

- BT billing number (EB number).
- Cost Centre.
- Streaming package required: Live video or live audio only event.
- Streaming production required: On-site or remote.
- Event details: Name, date, time.
- Approx. number of webcast viewers.
- Whether password to access streaming event is required.
- Audience registration page details.
- Player page options. Previous design or new.

## How to book BT Managed Streaming

1. Simply complete the booking form on this webpage.

Streaming Event Booking Request	
Event Information	
Company Name	
BT EB Number (Audio Account)	
Cost Centre	
Streaming Package To be <u>produced</u> : Live Video Event or a Live Audio Event?	<input type="checkbox"/> Live Audio (no video) <input type="checkbox"/> Live Video
Streaming Production To be <u>produced</u> : Using BT-supplied on-site staff and equipment Or BT to produce the stream remotely?	<input type="checkbox"/> On-site <input type="checkbox"/> Remotely produced via conferencing connection
Streaming Delivery	<input type="checkbox"/> via <u>Kollective</u> ECDN <input type="checkbox"/> Public Internet Delivery Only
Organiser, et al. Contact Info	

2. Then send to [btc.streaming@bt.com](mailto:btc.streaming@bt.com).
3. You will receive a confirmation once your meeting is booked.

## Learn more

For more information email: [btc.streaming@bt.com](mailto:btc.streaming@bt.com).

Discover more at the [BT support centre >](#)

