



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	Webex Webinar Customer license	Webex Webinar BT owned license
Maximum number of participants	10,000	1000
Maximum duration	24 hours	24 hours
Maximum number of Hosts, Co-hosts, and Panelists	500	500
Maximum number of concurrent Events	1	1
Q&A (2-way audio or written)	Yes	Yes
Polls	Yes	Yes
Video content share	Yes (speakers only)	Yes (speakers only)
Recording	Yes	Yes
Live captions/subtitles	Yes	Yes
PSTN Access	Yes	Yes – fair use policy applies

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)
7. Webex URL for customer owned site or a BT owned site will be used.

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

- [Share content in Webex Webinar>](#)
- [Join a Webinar>](#)
- [Choose audio and video settings before you join a Webinar>](#)

Discover more about Webex Webinar Virtual Events at the [BT support centre >](#)



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