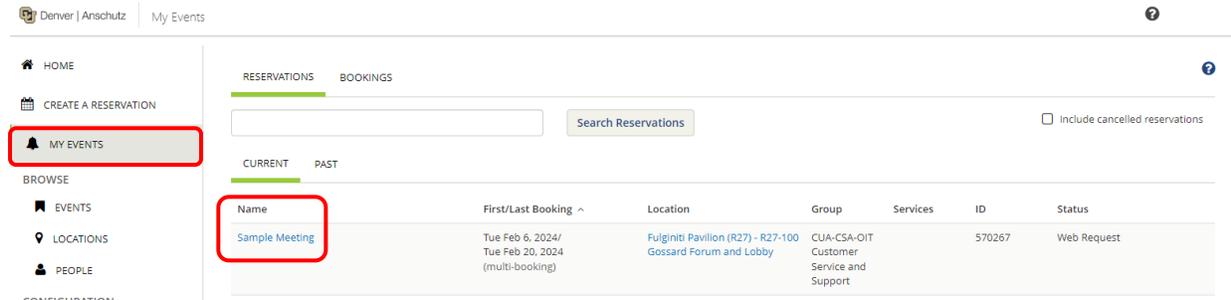
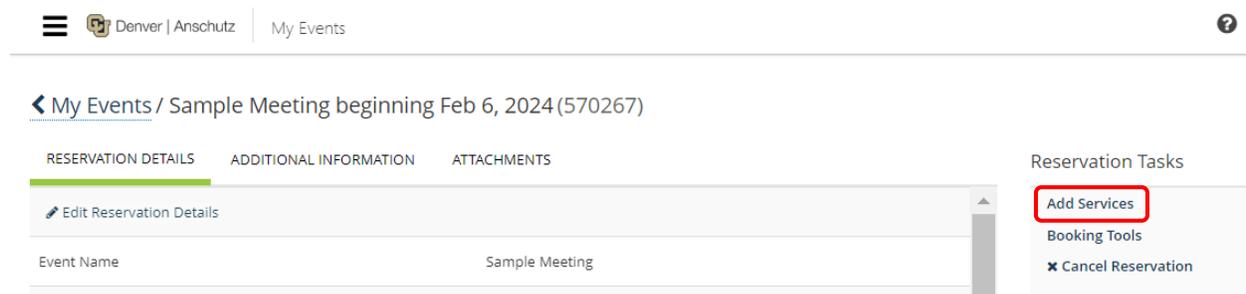


Quick EMS Add Videoconference Services

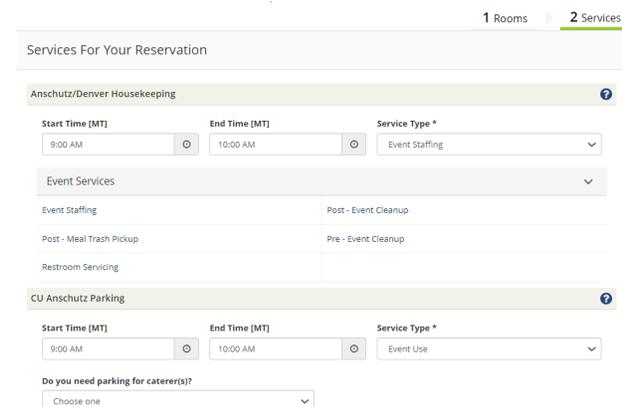
Step 1: Log in, click **My Events**, find the reservation to edit in the list, and click the reservation name to open it.



Step 2: Click **Add Services**.



Step 3: A list of available support services will populate. Scroll down to find videoconferencing services in the list.



NOTE: Some buildings manage their own videoconference service and support; the OIT-provided videoconference service will not populate in the room request if not available for a particular building.

Answer the questions and review and agree to the Terms and Conditions. Fields bordered in **red** are required.

Video Conferencing

Conference Category: *

What is the start time of your event? The Videoconference Team will schedule your setup in advance of this start time. *

Do you need to connect to a remote audience with a University Zoom Meeting? *

Do you want this event recorded? A video file will be sent via University OneDrive and will only be able to be viewed using University credentials. *

Is there any other information that you feel is important?

For rates information copy and paste the following url into your browser: <https://www.cuanschutz.edu/offices/office-of-information-technology/get-help/billing-and-rates>

I have read and agree to the Terms and Conditions

Step 4: Select either **Videoconference** or **Webinar** and select the **Virtual Staffing** item if needed (note that Virtual Staffing is always required for Webinars).

Videoconference - Select One (Required)

Videoconference (interactive) Webinar (streaming)

Support

Virtual Staffing for the duration of the event

Tip: If you require **Technical Assistance** in the room for this event, request it under the **AV Service** menu.

Select optional items to add them to your request, review any item details, and provide additional information in the **Special Instructions** field when requested.

Optional Add-In Items	
Attendee Report at Conclusion of Event	Closed Captioning
Content Support (i.e. slide advancing)	Event Recording
Event Recording Editing	Hold Music for Waiting Attendees
Invitation Distribution and Support	Language Translation
Live Meeting Polling	Post-Survey and Reporting
Pre-Event Dry Run	Pre-Event Planning Meeting
Webinar - Multiple Panelists & Management	Zoom Meeting - Create & Manage Breakout Rooms
Zoom Registration	Other Requests

Step 5: All requested items will move over to the **Services Summary** section at the right once selected. Click **Next Step**.

Next Step

Services Summary

Video Conferencing

- 1 Videoconference (Interactive)
- 1 Event Recording \$10.00 per Event hr.
- 1 Zoom Meeting - Create & Manage Breakout Rooms

Step 6: Select the bookings to which to add the service items and click **Add Services**.

Denver | Anschutz | My Events

Select Services / Sample Meeting (570267)

Add Services Add Services

<input type="checkbox"/>	Date ^	Booking Time	Time Zone	Location	Event Name	Event Type	Result
<input type="checkbox"/>	Tue Feb 6, 2024	3:30 PM - 5:30 PM	Mountain Time	R27-100 Gossard Forum and Lobby	Sample Meeting	Conference	
<input type="checkbox"/>	Tue Feb 13, 2024	3:30 PM - 5:30 PM	Mountain Time	R27-100 Gossard Forum and Lobby	Sample Meeting	Conference	
<input type="checkbox"/>	Tue Feb 20, 2024	3:30 PM - 5:30 PM	Mountain Time	R27-100 Gossard Forum and Lobby	Sample Meeting	Conference	

Tip: The top check box will automatically select all of the bookings.

The requested services will be added to the bookings you selected, and you will receive a confirmation email from the Videoconference Team.

Detailed instructions for editing and cancelling services are located in the [EMS Web App User's Guide](#).