## 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.

Denver   Anschutz My Events	Ø						
🗌 НОМЕ	RESERVATIONS BOOKINGS						0
CREATE A RESERVATION		Search Re	servations				Include cancelled reservations
MY EVENTS		Statemen					
BROWSE	CORRENT PAST						
EVENTS	Name	First/Last Booking $ \wedge $	Location	Group	Services	ID	Status
LOCATIONS	Sample Meeting	Tue Feb 6, 2024/ Tue Feb 20, 2024	Fulginiti Pavilion (R27) - R27-100 Gossard Forum and Lobby	CUA-CSA-OIT Customer		570267	Web Request
PEOPLE		(multi-booking)	,	Service and Support			
CONFIGURATION							

## Step 2: Click Add Services.

Denver   Ansc	hutz My Events			0
✓ My Events / Sam	ple Meeting beginning	Feb 6, 2024 (570267)		
RESERVATION DETAILS	ADDITIONAL INFORMATION	ATTACHMENTS		Reservation Tasks
🖋 Edit Reservation Detai	ls		<b>A</b>	Add Services
Event Name		Sample Meeting		Cancel Reservation

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

					1 Rooms	2 Serv
rvices For Your Rese	ervatio	n				
ischutz/Denver Housekeep	ing					
Start Time [MT]		End Time [MT]		Service Type *		
9:00 AM	Ø	10:00 AM	O	Event Staffing		~
Event Services						~
Event Staffing			Post - Ever	nt Cleanup		
Post - Meal Trash Pickup			Pre - Event	t Cleanup		
Restroom Servicing						
Anschutz Parking						
Start Time [MT]		End Time [MT]		Service Type *		
9:00 AM	٥	10:00 AM	0	Event Use		~
Do you need parking for cat	erer(s)?					
Choose one			~			

**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.



University of Colorado Anschutz Medical Campus Answer the questions and review and agree to the <u>Terms and Conditions</u>. Fields bordered in **red** are required.

Choose one		~
What is the star Team will sched	rt time of your event? The Videoconference dule your setup in advance of this start time. *	, 
Do you need to	connect to a remote audience with a Universi *	ty
200m Meeting?		
Choose one Choose one Do you want th University Onel University cred	is event recorded? A video file will be sent via Drive and will only be able to be viewed using entials. *	~
Choose one Choose one Do you want th University Onel University crede Choose one	is event recorded? A video file will be sent via Drive and will only be able to be viewed using entials. *	~ ~
Choose one Choose one Do you want th University Onel University cred Choose one Is there any oth	is event recorded? A video file will be sent via Drive and will only be able to be viewed using entials. * rer information that you feel is important?	<ul> <li></li> </ul>
Choose one Do you want th University Onel University cred Choose one Is there any oth	is event recorded? A video file will be sent via Drive and will only be able to be viewed using entials. * 	<ul> <li></li> <li>//</li> </ul>
Choose one Do you want th University Cred University cred Choose one Is there any oth	is event recorded? A video file will be sent via Drive and will only be able to be viewed using entials. * er information that you feel is important? nation copy and paste the following url into yo //www.cuanschutz.edu/offices/office-of- chnology/get-help/billing-and-rates	~ //

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**.

/ices Su	immary		
Video	o Confere	ncing 🖋	
•	1	Videoconference (interactive) 🖋	
•	1	Event Recording 🖋	\$10.00 per Event hr.

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

≡	🔁 Denver   Anschutz	My Events				6					
<b>≮</b> Sele	Select Services / Sample Meeting (570267)										
Add S	Services					Ad	dd Services				
	Date 🔨	Booking Time	Time Zone	Location	Event Name	Event Type	Result				
	Tue Feb 6, 2024	3:30 PM - 5:30 PM	Mountain Time	R27-100 Gossard Forum and Lobby	Sample Meeting	Conference					
	Tue Feb 13, 2024	3:30 PM - 5:30 PM	Mountain Time	R27-100 Gossard Forum and Lobby	Sample Meeting	Conference					
	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.

