Quick EMS Virtual Only Videoconferences and Webinars

This template should only be used to submit requests for videoconference services that are 100% virtual, without an on-campus room reservation. To submit a request for videoconference services that have an on-campus room reservation, see the Add Service instructions in the <u>EMS Web App User's</u> <u>Guide</u>.

Step 1: Log in, click **CREATE A RESERVATION**, scroll to **Virtual Only Videoconferences and Webinars**, and click **book now.**

Denver Anschutz Cre	eate A Reservation	0
A HOME	CU Anschutz Strauss Health Sciences Library Rooms	book now
	CU Denver - Business School Rooms	book now
	CU Denver - Business School Jake Jabs Event Center	book now
MY EVENTS	CU Denver - Classrooms	book now
BROWSE	CU Denver - Common Conference Rooms	book now
EVENTS	CU Denver - Department Conference Rooms	book now
	CU Denver - Terrace Room, LSC	book now
	CU Anschutz - Audio Visual Equipment and Support	book now
	CU Denver - Audio Visual Equipment and Support	book now
	Disposals - Non CU Owned Buildings	book now
CU Anschutz Street and P	Disposals - CU Anschutz Facilities	book now
CU Denver Amplified Sou	nd Ev Disposals - CU Denver Facilities	book now
Events with Alcohol Form	Permission to Film/Photograph on Campus	book now
Holding Events on Campu	JS Resource/Services Only	book now
	Virtual Only Videoconferences and Webinars	book now

Step 2: Complete the **Date & Time** section on the left side of the page and enter where you will be located for the videoconference in the **Locations** field (an office or off-campus location). Click **Next Step**.

New Booking for Fri Jan 19, 2024	4	Next Ste
Date & Time Date * Fit 01/19/2024 Image: Recurrence Start Time * End Time * 10:00 AM O Start Time * 10:00 AM O O O Create booking in this time zone Mountain Time ✓ ✓	Virtual Only Must be submitted at least 0 hour(s) prior to the start of the booking • Available to the following Building Video Conferencing Must be submitted by 6:00 AM at least 2 day(s) prior to the start of the booking • Available to the following Building	
Location Details fulldings		

IMPORTANT: If you use the recurrence button to schedule multiple dates in a series, please submit a separate request for each set of dates that occur on the same day of the week (*i.e. all* Mondays in your series submitted in one request, all Tuesdays in your series submitted in a separate request). Step 3: Answer the questions and review and agree to the <u>Terms and Conditions</u>. Fields bordered in **red** are required.

Services For Your Reservation
Virtual Only
Do you also need (or already have) an on-campus room reservation for this videoconference/webinar? *
Choose one 🗸
Virtual Only
Video Conferencing
Conference Category: *
Choose one 🗸
Do you need to connect to a remote audience with a University Zoom Meeting? * Choose one
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. *
Choose one 🗸
Is there any other information that you feel is important?
11
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)		~
C	Videoconference (interactive)	Webinar (streaming)	
	Support		~
	Virtual Staffing for the duration of the event		
	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	

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

Step 5: Provide your speed type or billing address in the **Billing Information** section.

SpeedType(preferre	d) or Billing Addre	ss *

Tip: If you are a university employee, enter the speed type for your event. If you are an affiliate, enter your billing address and an invoice will be sent to you. If you are a sponsoring department and the bill for your event will be paid by an outside agency, enter that billing address in this field.

Step 6: All requested items will move over to the *Services Summary* section at the right once selected. Click **Next Step**.

			Next St
rices Su	ımmary]	
Vide	o Confere	ncing I	
Vide	o Confere	ncing /	
Vide o	t <mark>o Confere</mark> 1 1	Nideoconference (Interactive)	\$10.00 per Event hr.

Step 7: Fill out the *Event Details, Group Details,* and *Additional Information* sections. The *Group* field will auto-populate. Fields bordered in red are required. Click **Create Reservation**.

Event Details	
Event Name *	Event Type *
Group Details	
Group *	
CUA-CSA-OIT Customer Service and Support	
1st Contact	
(temporary contact)	٩
1st Contact Name *	
(temporary contact)	
1st Contact Phone *	1st Contact Fax
1st Contact Email Address	
Additional Information	
Are you scheduling this for an outside agency? *	
Choose one	×
Billing Information	
SpeedType(preferred) or Billing Address *	
61000000	
Go Back	Create Reservation

You will receive a confirmation email from the Videoconference Team within 3 business days.

Detailed instructions for reserving a room and editing and cancelling services are located in the <u>EMS</u> Web App User's Guide.