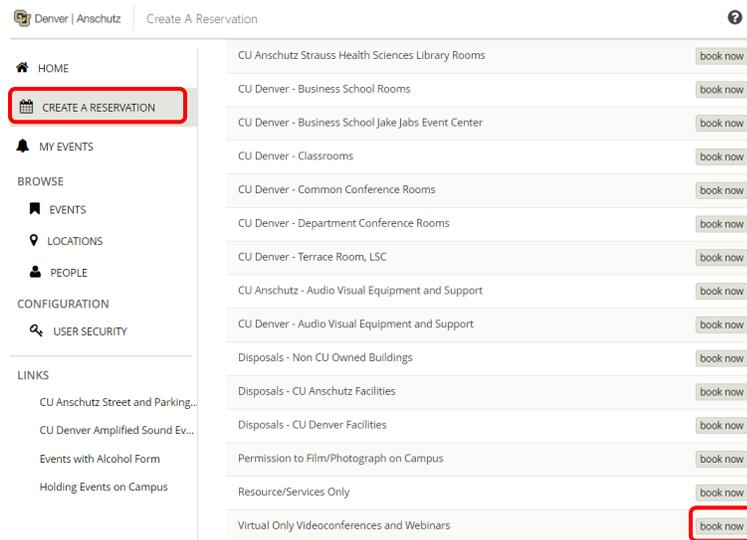


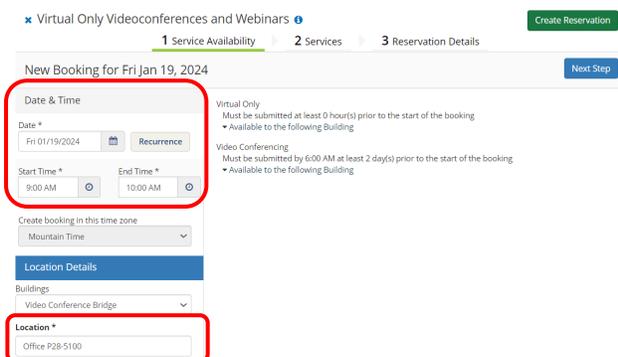
Quick EMS Virtual Only Videoconferences and Webinars

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 [EMS Web App User's Guide](#).

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



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 Terms and Conditions. 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

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? *

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?

For rates information copy and paste the following url into your browser:
<https://www.cuanschultz.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

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.

Billing Information

SpeedType(preferred) or Billing Address *

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 Step

Services Summary

Video Conferencing

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

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)

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 *
\$1000000

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 [EMS Web App User's Guide](#).