



How to book an OIT-Sponsored WEBINAR when requesting videoconferencing services through the Online EMS Reservation system:

1. Complete the Videoconferencing Services Request as normal. When you reach the “Additional Information” Section, you’ll see the question “Do you need to connect to a remote audience with a University Zoom Meeting?”.
 - a) Choose “Broadcast: TSS provides Zoom Webinar Link.”
 - b) Then choose the tier “broadcast attendee limit” that will best fit the webinar’s needs. Costs vary as attendance increases.

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

Broadcast:TSS provides Zoom Webinar Link

Please select broadcast attendee limit: *

2. Once the request is complete and submitted, the TSS Video Conference team will reach out to the Primary Contact in order to provide them with the Zoom Webinar Link. At that time, please have a list of the approved Panelists and Co-Hosts. The video conferencing team will add them to the Webinar and each person on that list will receive an email with a *custom* link that they should use to log in to the Webinar when it happens.
3. Panelists will have greater functionality than attendees and should be made aware of their abilities and responsibilities prior to the event, either through a training session (also arranged through the Bridge group) or by reading/watching the Zoom video tutorials at: <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>.