

# Book a managed webcast

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We offer a variety of event types to accommodate your presentation and how you would like attendees to access the event. Each event includes a 30-minute (audio broadcasts) or 60-minute (video broadcasts) pre-conference and 60 minutes of presentation time.

If you need additional training, you can request a dry run before the event. An event production manager provides event delivery and feature training in the Live Studio.

**Note:** If you need an operator-assisted conference with your webcast, see [Book a managed webcast with Operator Assisted audio](#).

## Before you begin

Make sure you have everything you need to book your event.

- [Plan your managed event before booking](#) contains a helpful review of event options and information required to make a reservation.
- Make a note of the Client ID associated with the account. If you do not know the Client ID, contact the Team Manager.

## To book a managed webcast:

To book a managed webcast, send us an email at [globalreservations@attgtc.com](mailto:globalreservations@attgtc.com) and include the following information:

- Company name
- Your Client ID found in your welcome email or the name of your Team Manager
- The event organizer's name, email address, and phone number
- The presenter names and email addresses
- Title of the event
- Scheduled date and start time, including time zone

- Duration (in minutes)
- The date the event needs to be set up. Request Rush Setup to have the event set up within 24 business hours of booking. Standard turnaround is 48 hours.
- Pre-conference duration (30 minutes for an audio webcast or 60 minutes for a video webcast)
- Event capacity
- The event type: Live, On-Demand, or Simulated Live

**Note:** For Simulated Live events, tell us whether you need to schedule a capture session or if you'll be providing a recording

- The event broadcast type: Telephone (audio only), webcam, encoder, or VCU
- Additional event features and services to include

To learn more about managed webcast features and add-ons, see the [AT&T Managed WebCasting Feature Summary](#).

After you send your request, an event production manager will contact you within 48 hours to confirm the event details.

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