

# BT Event Call

The comprehensive solution for your most important conferences

**BT Event Call is the audio conferencing solution for high-profile meetings. BT Event Call includes a complete portfolio of service features delivered by BT Conferencing's professional staff.**

## Benefits to your business

Speed and quality of communication is vital in today's competitive environment. Whether it is announcing financial results to shareholders and investors, launching a product or keeping staff informed, how you communicate makes a difference. BT Event Call services can help you to:

- **Reduce your administrative burden.** Rely on the administrative services available with BT Event Call to reduce your work load. Choices include: pre-registration, lists of participants, tabulating the results of in-call votes or polls, replay of the meeting, and transcription services.
- **Schedule your meetings quickly and efficiently.** In one easy conversation, an Event Call Coordinator will recommend features and reserve resources matched to the objectives of your meeting.
- **Host your meetings confidently.** Event Call Coordinators handle all the technical and administrative aspects of your meetings so you can focus on delivering your message:
  1. Placing presenters in a private subconference prior to the start of your meeting.
  2. Providing announcements, introducing speakers, and playing pre-recorded material.
  3. Ensuring the privacy of sensitive meetings by managing who can access the meeting.
  4. Monitoring audio quality to proactively address any technical issues instantly.
  5. Managing the order of questions and keeping you informed about participant attendance.
- **Improve your participants' meeting experience.** Choose from a number of conveniences that your participants will appreciate including: Global Access Numbers, live translation services, audio streaming (webcasting), replay links, and meeting entry options.

## Service options

The broad array of meeting features available with BT Event Call are skillfully managed and choreographed by highly trained Event Call Coordinators. The features are bundled into three levels of service:

### Premium BT Event Calls

The full suite of features that BT Conferencing offers, plus the real-time support of a BT Event Call Coordinator. Because Premium has everything you need to ensure a smooth, high-quality business event, choose it for your most critical meetings. This service is ideal for important announcements and high-profile meetings such as investor and analyst relations calls, all-hands calls, and human resources announcements.

### Operator Assisted BT Event Calls

All the essential Event Call features and the active support of a BT Event Call Coordinator. Ideal for meetings that demand greater control and functionality, Operator Assisted calls feature a highly trained Event Call coordinator, who assists with scheduling, greeting, and connecting participants. Operator Assisted calls can be enhanced with Premium Event Call features on an à la carte basis. This service is ideally suited to sales presentations, product introductions, seminars, and lectures.

### Automated BT Event Calls

The quickest and simplest form of Event Call—without compromising on security. The features included in Automated calls are ideal for meetings that warrant the security of a unique passcode for each call but do not require the active presence of an Event Call Coordinator throughout. Popular uses include training courses, multinational conferences, and client meetings.



# Event Call features

BT Event Call is designed to help you do more in your meetings. Features include:

	Feature	Benefit
Before	<b>Global Access</b>	Simplify access to your meetings by providing local, in-country telephone numbers for participants from over 50 countries.
	<b>Meeting Entry</b>	Tailor your participants' entry into your meeting to your needs using Meet and Greet entry, Instant entry or Pre-registration.
	<b>Reminder Call</b>	Ensure maximum attendance by having an Event Call Coordinator remind your participants of an upcoming meeting by phone, fax or email.
	<b>Restricted List</b>	Enhance the privacy of your meeting by having BT Conferencing admit only those participants identified on a list you provide.
During	<b>Audio Streaming</b>	Broadcast your live or pre-recorded meeting to a wider audience by streaming (webcasting) your event over the internet
	<b>Communication Link</b>	Communicate with your Event Call Coordinator over a separate and discrete line during your meeting to coordinate the flow of your meeting.
	<b>Interpretation</b>	Provide live interpretation of your meeting into other languages.
	<b>Lecture</b>	Mute all lines, apart from the speaker's, to reduce background noise.
	<b>Mute</b>	Participants can mute their own phone line to eliminate background noise.
	<b>Playback</b>	Present pre-recorded segments during your meeting.
	<b>Question and Answer</b>	Manage question and answer sessions using an Event Call Coordinator to moderate the order and pace of questions. This feature is complemented by the Communications Link and Vantage Point features.
	<b>Roll call</b>	Have the names of all the participants announced within the meeting.
	<b>Sub-conferences</b>	Conduct a private, secure meeting apart from your main meeting where small groups can have detailed discussions. This feature is ideal for speakers to convene prior to a meeting or for break-out sessions.
	<b>Vantage Point</b>	View all aspects of your BT Event Call with a real-time, web-based application. With Vantage Point you can view a list of the participants in your meeting, prioritize the Q&A queue, and text chat with the operator.
	<b>Voting / Polling</b>	Solicit feedback during your meeting by having participants use their telephone key pad to give instant feedback based on multiple-choice questions.
	<b>Digital Recording</b>	Have your meeting recorded digitally and made available for future reference.
After	<b>Participant List</b>	Obtain a list of the participants who attended your meeting.
	<b>Replay</b>	Have your recorded conferences made available for replay over the telephone.
	<b>Transcription</b>	Obtain a text version of your meeting.
	<b>Translation</b>	Have your transcripts translated into any common business language of the world.

Certain features carry an additional charge. Not all features are available with all services options. Please contact your BT Conferencing sales person for details.

## Offices worldwide

BT Group plc is one of the world's leading telecommunications companies and the #1 source of conferencing services in the UK and Europe. BT Conferencing Inc. is the US subsidiary of BT Group, offering end-to-end conferencing solutions to meet all of your remote meeting needs. BT Conferencing provides a clear advantage to other services you may have used: quality of service, technological innovation, one-step global solutions and the cost-advantage of using a single source provider.

## For more information please contact:

Telephone: 1 866 266 8777  
 Visit: [www.btconferencing.com](http://www.btconferencing.com)

