Managed Event Guide: Webcast & Streaming

From booking your Webcast to rehearsals and presentation tips, this guide contains everything you need to know about webcasting live or on-demand with Chorus Call.

IN THIS GUIDE

- ✓ The ins and outs of Webcasting
- ✓ Booking your Webcast (including everything you need to provide)
- ✓ Features you can request for your Webcast
- ✓ Event run-throughs
- ✓ Pushing slides
- ✓ Troubleshooting

The Ins and Outs of Webcasting

What is a webcast, formats and features

WHAT IS A WEBCAST?

A webcast is an online presentation that usually comprises of a slideshow accompanied by at least one speaker. Webcasting allows organisations to broadcast high quality, professional presentations to thousands of potential viewers.

Many companies are using webcasting for:
✓ Webinars
✓ Townhalls and AGMs
✓ Half Year and Full Year Results announcements

TYPES OF WEBCAST EVENTS?

There are a few different formats you can choose for your Webcast.

Audio with Slides
A standard slideshow presentation. The viewer will see your slide pack with a picture and bio of the Speaker beside it.

Video with Slides
Video stream with an accompanying slideshow. Viewers will be able to watch your video stream and see the accompanying slides on one side of the screen.

Video Only
A simple video stream. This format can be used for panel discussions, press conferences or streaming a presentation live from the room.

Live or On Demand
With webcasting, you also have the option to host your event live or on demand. During the live event, participants can view your presentation in real time, as it's happening on the day. The event can then be archived and made available on-demand viewing via a link. Additionally, you can also opt to pre-record your event for viewing on-demand only.

FEATURES YOU CAN REQUEST FOR YOUR WEBCAST

✓ Webcast registration screen
✓ Downloads (slides, audio, video)
✓ Q&A via the webcast
✓ Social sharing
✓ Surveys, polling and quizzes
✓ Live viewer comment streams

Booking Your Webcast

How to book and what you need to include

HOW TO BOOK YOUR WEBCAST

You can book your webcast online through the Webcast Booking Form or call your Account Manager. Alternatively, you can email ozevents@choruscall.com to discuss your requirements. Once your Webcast event has been booked, please allow up to 24 hours for confirmation.

Important information:
There is a lot that needs to happen after you have booked a date and time for your event. Once your Webcast has been booked, we will send you a confirmation email with all required links, login credentials, and dial-in numbers for the event.

Please provide the following as soon as possible:

- ◆ Your company logo in high definition (if this is the first webcast event you have booked with us)
- ◆ Images of all speakers (minimum 500x500px) and brief biographies
- ◆ Slides for your presentation in both PDF and PPT(X) format, with aspect ratio 4x3 or 16x9 - final slides must be supplied at least 2 hours prior to the event start time.

If there are any design or image changes you require, please notify your Account Manager as soon as possible.