

WebEx Session Information Form

Session Title			
Session Date			
Session Time (Eastern)			
Description of event			
Presenter			
POC & contact information			
How many participants to you anticipate per session?			
Do you want people to register to attend?			
Audio Bridge information			
Do you want the session recorded?			
Will you be using video so participants can see the presenter?			
Will you be showing a video to the participants? (note: you must have copyright permission to show videos.)			
<p>What level of support would you like from OED?</p> <p>Our goal is to help you learn the skills you need to be able to host webex sessions independently, but we know that takes time and we will help you until you feel comfortable.</p>	<p>Full: OED will handle everything except the actual presentation. We will remain fully engaged in the session and be able to troubleshoot and field questions on the spot. We can provide a practice session to help presenters get comfortable.</p>	<p>Moderate: OED will set up the session, & provide you with a practice session to troubleshoot or provide tutorials that will enable to you host and present your own session the day of. We will stay online for the session, but not engage unless asked.</p>	<p>Set-up only: OED will set up the session, start the session the day of, turn over control of the meeting and exit, leaving you to host/present and manage your own session.</p>