

**Online meeting options and virtual large live events request process**  
**Office of Information Technology and Office of Reservations and Events**  
**April 23, 2020**

**Microsoft Teams Meetings vs. Microsoft Teams Live Events**

<b>Dimension</b>	<b>Teams Meetings</b>	<b>Teams Live Events</b>
<b>Maximum number of attendees</b>	Can handle up to 250 attendees	Live streaming to attendees and can handle up to 10,000 attendees
<b>No. of presenters supported</b>	Supports multiple presenters	Supports multiple presenters
<b>Ease of setup</b>	Easy to setup	Requires more effort to setup
<b>Chat support</b>	It provides a chat window that can be used by attendees to ask questions. A moderator can read the questions and presenter can answer	A moderated Q&A panel is available for attendees to ask questions
<b>Interactive</b>	Interactive meeting with attendees having the option to ask questions via audio/video or present if needed	The meeting is a one way communication where attendees are able to view and listen
<b>A/V experience</b>	Very good A/V experience	Best A/V experience
<b>Mute option</b>	As a meeting organizer, you can mute all attendees	All attendees are muted
<b>Events Office Assistance</b>	Does not require assistance from Events Office	May require assistance from Events Office for events with 50 or more attendees and a panel of presenters. <a href="#">Please follow virtual event request process.</a>
<b>OIT Media Center Assistance</b>	Does not require A/V assistance from OIT Media Center	May require assistance from OIT Media Center for events with 50 or more attendees and a panel of presenters. <a href="#">Please follow virtual event request process.</a>

## Requesting a Virtual Event:

**The Virtual/Online Event Request Form on the Pioneer Event Management System must be submitted at least four business days prior to the event date.**

Navigate to <https://ems.carrollu.edu>

Users that already have an account may log in. Users without an account will need to click the “Request an Account” link and submit the form. Approval may take up to two business days.

As a reminder, this request form is intended for events taking place online in which a larger audience is expected (50+), and additional assistance from IT staff may be needed (see chart above for guidance). This form is NOT needed for smaller meetings with colleagues, students, etc.

Once users are logged in, they may navigate to the “My Home” tab and select the “Virtual/Online Event” form by clicking “book now.” Select the day and time of your meeting and choose one of the “Check Out” rooms listed in the “Rooms You Can Request” section.

Be sure to answer the questions with as much detail as possible, as well as submit any additional information in the AV Notes section of the request form. IT staff will assist with selecting and setting up the best format for your event (Microsoft Teams Meetings, Microsoft Teams Live Events, etc.).

If you need to schedule an event within four business days, contact the office of Reservations and Event Services at [events@carrollu.edu](mailto:events@carrollu.edu).