Using Audio Broadcast

The Audio Broadcast option included in Event Center provides one-way audio stream from the host’s telephone to attendees’ computers. Rather than using their telephones, attendees can listen to the audio portion of the event through their speakers or headsets. This feature is convenient for large events where attendees will listen to a presentation without interacting; it’s also a good way to cut costs for an event, since attendees do not need to connect to a teleconference.

If attendees want to speak, they can request permission to join the teleconference from the host. The host can allow the attendee to join, or deny request.

Enabling Audio Broadcast for Events

If the Audio Broadcast feature has been turned on for your Event Center site, hosts can select the option when scheduling the teleconference portion of an event.

To enable Audio Broadcast for an event:
1. Log in to your Event Center site.
2. On the left navigation bar, click Host an Event > Schedule an Event.
3. Scroll down to the Teleconferencing section.
4. Select the Broadcast audio stream to attendees check box. The Integrated VoIP option is cleared; you cannot choose both options for the same event.
5. Continue selecting your other event options and click Schedule Event.

Starting an Event

When the host starts an event, he or she will join the teleconference along with the other panelists. As attendees join the event, they will automatically be connected to the audio broadcast. The Audio Broadcasting panel, where attendees can control the audio volume, opens automatically.

Requesting to Join the Teleconference

An attendee who wants to join the teleconference in order to speak in the event can request permission from the host.

To make a request:
- In the Participants panel, click Request. An indicator appears next to your name in the Participants panel.

To cancel a request:
- In the Participants panel, click Cancel. The request indicator will be removed.
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Allowing an Attendee to Join the Teleconference

After an attendee makes a request to join the teleconference, the host is notified by an indicator in the Participants panel and can choose to accept or deny the request.

When an attendee joins the teleconference, the Audio Broadcast panel automatically closes in the attendee’s meeting window. If the attendee leaves the teleconference, the Audio Broadcast is automatically re-started on the attendee’s computer. This feature ensures a seamless audio transition for the attendee, and prevents audio from the PC speakers echoing over the teleconference.

To grant permission to an attendee who makes a request:

- On the Participants panel, select the attendee’s name, and then click Allow.

  OR

- Click View all attendees on the Participants panel to open the Attendee List dialog box. In the dialog box, select the attendee’s name, and then click Allow.

A pop-up window appears on the attendee’s screen with instructions for joining the teleconference.

To grant permission for all requests automatically:

1. On the Participant menu, select Assign privileges to > Attendees.
2. Select Automatically approve teleconferencing requests.

3. Click Assign. Attendees will receive instructions for joining the teleconference once they request to speak.

To decline a request:

- On the Participants panel, select the attendee’s name, and then click Remove.

  OR

- Click View all attendees on the Participants panel to open the Attendee List dialog box. In the dialog box, select the attendee’s name, and then click Remove.

Note: Even if you granted the teleconferencing privilege to an attendee, you can still remove it by selecting the attendee’s name and clicking Remove at any time.

Joining the Teleconference

When the host allows an attendee to join, the Join Teleconference dialog box appears. The attendee follows the instructions in the dialog box in order to join the teleconference and participate in the event.