

## CONFERENCE ACCOUNT REQUIREMENTS

### ADD NEW CONFERENCE ACCOUNT

1. \*Host first & last names
2. \*Host email address (*all email addresses must be unique*)
3. \*Host telephone number & extension if applicable
4. \*Billing Cost Center
5. \*Conference Options (*provide one*)
  - a. AT&T Teleconference - Audio only
  - b. Zoom Standard audio/web (*\$5 monthly plus usage; \$0.018 per minute/per user for Reservationless usage*)
  - c. Zoom Premium (*\$43 unlimited monthly usage*)
6. ARRANGER - person/people who have permission manage a host's conference account, receive confirmation emails, and schedule conferences. Telecom Contacts will be added to each account as an Arranger. Multiple Arrangers can be added to a conference account. If additional Arrangers are required, provide the following.
  - a. Arranger first & last names (*if someone other the Telecom Contact*)
  - b. Arranger email address
  - c. Arranger telephone number & extension

### CHANGE EXISTING CONFERENCE ACCOUNT options

*Provide current Host Name & FOLDER ID (This unique identifier can be found in the subject line of the AT&T Teleconference Reservationless Registration Confirmation – Host Copy email for each existing user)*

1. Host first & last names
2. Host email address (all email addresses must be unique)
3. Host telephone number & extension if applicable
4. Billing Cost Center
5. Arranger
  - Add Arranger (*Multiple can be added*)
    - i. Arranger first & last names (if someone other the Telecom Contact)
    - ii. Arranger email address
    - iii. Arranger telephone number & extension
  - Change Existing Arranger Contact Information
    - i. Arranger first & last names
    - ii. Arranger email address
    - iii. Arranger telephone number & extension
  - Remove Arranger
    - i. Arranger first & last names

### DELETE CONFERENCE ACCOUNT

*Provide current Host Name & FOLDER ID (This unique identifier can be found in the subject line of the AT&T Teleconference Reservationless Registration Confirmation – Host Copy email for each existing user)*