

Video Conferencing at Westminster College

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Information Technology Department

Westminster has video conferencing hardware and software set up in the Gore Executive Conference room. This document contains important information and policies about scheduling and conducting video conferencing.

Scheduling Your Video Conference

If you wish to conduct a video conferencing session, please contact the following people in order **at least five working days prior to your expected use**:

1. Schedule the room through Carmen Kaminski in Gore at x2605
2. Schedule conference facilitation with Joe Ferrari at x2520
3. Schedule technical support and pre-conference testing with Jared Peck at x2003

Please note: the college will not support any video conferencing that has not been scheduled in advance and that the IT staff have not tested prior to the conference.

Westminster's Video Conferencing Facilities

The Gore Executive Conference room has three ISDN lines (equivalent to 384 Kb/s). We greatly prefer to connect to video conferencing facilities such as Kinko's that have dedicated ISDN lines. Westminster is an authorized video conferencing site for Kinko's.

- While we can conduct IP video conferencing over the Internet, we strongly discourage doing so because the quality of service is unpredictable. If the Internet has high traffic during your conference, you will experience significant delays, disruptions, and technical problems that we cannot correct.

Conference Recipients' Responsibilities

Your conference recipient will need to use a facility such as a Kinko's with a dedicated ISDN line for video conferencing. They should schedule the conference date and time through the facility they wish to use. Have them provide you with their facilities' technical information, phone number, and a point of contact, then give that information to Joe Ferrari and Jared Peck.

- If your conference recipient does not have access to a video conferencing facility, consider holding a teleconference before using IP video conferencing over the Internet.