

## Video Conferencing Client Checklist

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### Client Information:

- The NewMedia Classroom houses our HD conference system. The systems are IP based only. If required, ISDN (high speed phone line) conferences will be an added expense to bridge the two protocols. A third party vendor is required to host these type of calls
- 72 hours is required prior to the event for the client to coordinate all information
- Testing is mandatory a minimum of 24 hours prior to the actual event. Overseas conferences will need more time. This will confirm all is working or if further troubleshooting is required.

### Client Responsibility:

- \_\_\_\_\_ Where will the video conference be the hosted? \_\_\_\_\_ NewMedia Classroom \_\_\_\_\_ Campus location? \_\_\_\_\_ Room/Bldg
- \_\_\_\_\_ Organization are we calling Institution/University \_\_\_\_\_
- \_\_\_\_\_ Country/City \_\_\_\_\_ International date/Time difference \_\_\_\_\_
- \_\_\_\_\_ IP Address (Static or Dynamic) / ISDN? \_\_\_\_\_
- \_\_\_\_\_ Provide date and time of the conference TEST \_\_\_\_\_
- \_\_\_\_\_ Provide date and time of the conference EVENT \_\_\_\_\_
- \_\_\_\_\_ Provide PTA account number, UID, other prearranged payment method \_\_\_\_\_
- \_\_\_\_\_ Provide a business code for phone calls \_\_\_\_\_
- \_\_\_\_\_ Estimate size of the Caltech audience \_\_\_\_\_
- \_\_\_\_\_ Name of the technical contact/email at the other site \_\_\_\_\_
- \_\_\_\_\_ Name of alternative contact & phone number at the other site \_\_\_\_\_
- \_\_\_\_\_ Alternative e-mail address at the other site \_\_\_\_\_
- \_\_\_\_\_ Are any slides or electronic information to be shared during this conference? \_\_\_\_\_
- \_\_\_\_\_ Has the Caltech participant sent off a copy of their presentation to the other site?

#### **Pricing: NewMedia Classroom System Rental Rates:**

- **\$75.00.** Coordination of far-site testing fee up to 1-hour
- **\$165.00.** Equipment use for up to 1-hour
- **\$35.00.** Each additional hour or portion used
- Technician assistance is available for an additional fee
- Hours of operation: M-F 8:00am-5:00pm
- Evenings and Weekends by prior arrangement

#### **Pricing : Campus Location System Rental Rates:**

- **\$75.00.** Coordination of far site testing fee up to 1-hour
- **\$250.00.** System use up to 1-hour includes set-up
- **\$35.00.** Each additional hour or portion used
- Technician assistance is available for an additional fee
- Hours of operation: M-F 8:00am-5:00pm
- Evenings and Weekends by prior arrangement