Video Conferencing Client Checklist

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