**NEW VIDEOCONFERENCE EVENT REQUIREMENTS**

**Event Name**:

**Date:**

**Arrival/Connection Time:**

**Presentation Start Time:**

**Presentation End Time:**

**Host Location:**

**Host Contact Info:**

**Department Name:**

**Participating Sites and Contacts:**

**What are your 'requirements':**
- ✓ **Videoconference** – interactive audio & video
- ✓ **Bridging to multiple sites:**
- ✓ **Content from Host site only:** PowerPoint & Desktop.  <u>NO Videos!</u>
- ✓ **Recording:**
- ✓ **Video on Demand:** where will you post the recording
- ✓ **Webstream**:

**Host Site & Participating Remote Site Requirements:**
- ✓ **Videoconferencing Equipment**
- ✓ **Internet Access** (not wireless): as backup for webstreaming & videos
- ✓ **PC/ Laptop:** show webstream , who will provide a laptop, if needed.
- ✓ **Projector**: backup to webstream
- ✓ **Phone:** connections at each site as an audio backup