Checklist: Information Needed for Booking a Videoconference

Necessary	information:
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[] Title of conference (See 2.1)
[] Purpose of conference (See 2.1)
[] Start and end dates (See 2.1)
[] Start and end times (See 2.1)
[] Name of conference coordinator (See 2.1)
[] E-mail address/phone number of conference coordinator (See 2.1)
[] List of venues for the conference (See 2.2)
[] Names of main attendees at each venue (See 2.2)
[] Guest venue (if included), does it have an IP or ISDN CODEC? (See 2.2)
[] Guest venue E.164 number/ISDN number/IP address (See 2.2)

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