

Checklist: information needed for launching a videoconference

Necessary information:

- ☐ Title of conference (See 3.1)
- ☐ Purpose of conference (See 3.1)
- ☐ Conference duration (See 3.1)
- ☐ Name of conference coordinator (See 3.1)
- ☐ Email address/phone number of conference coordinator (See 3.1)
- ☐ List of venues for the conference (See 3.2)
- ☐ Names of main attendees at each venue (See 3.3)
- ☐ 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)

Source URL: <https://community.jisc.ac.uk/library/janet-services-documentation/checklist-information-needed-for%C2%A0launching-videoconference>