



Information Sheet - # 103
Subject – Video Conferencing – A Checklist...

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Video Conferencing – A Checklist.....

What do you wish to achieve?

- Point to Point – two locations only at any one time
- Broadcast Live – from one site to many – watch and listen
- Broadcast pre-recorded – from one site to many – watch & listen
- Multipoint – three or more sites with Q&A between any, relayed to all
- Multipoint - three or more – plus broadcast from any to satellite sub-groups as a watch and listen.
- Live with session taped for future edit and distribution
- Person to person/s with video & audio & data manipulation across participants – e.g. sharing documents, drawings with or without live edit and audit of changes made.

With whom do you wish to communicate by videoconferencing?

- Only inside your company
- From your company to sister/ contractor/ supplier companies
- With your customers
- With your prospects

Frequency of system use

- Ad hoc
- Estimated use per annum (min/max)
- Weekly
- Monthly
- Quarterly

Installation type

- Custom built static installation – i.e. a designated room
- Desktop location/s – i.e. from the office desktop PC
- Mobile “roll-about” system -
- Off-site facilities required – going to a dedicated videoconference facility

Options required

- Record, Edit & Distribute by hardcopy (CD/DVD)
- Record, Edit & Distribute by softcopy (Web cast)
- Broadcast live via direct links to named recipients/ groups
- Broadcast pre-recorded across one or more time zones
- Log who watched and listened and when
- Multiple persons at One or Two (group to group videoconferencing – e.g. design teams, board to local management)
- Multiple participants at Three or more sites

What are your current IT capabilities?

- ISDN 1
- ISDN 2
- ISDN 30
- LAN – Cat5/ Cat5e/ Cat6
- LAN – Fibre
- LAN – wireless – type?
- WAN – bandwidth?
- VPN – bandwidth?
- Internet access, dial-up 56k
- Internet access , Dial-up 128K
- Internet access , Broadband 1Mb
- Internet access , Broadband 2Mb
- Internet access , Broadband 4 Mb
- Internet access , Satellite link
- Internet access , permanent fibre/ cable link
- T1 / T2 / T3 / T4 (aka DS-1/ DS-2/ DS-3/ DS-4)
- OC-1 / OC-3 / OC-12 / OC-38



Impact on your system – to be considered

- Bandwidth load
- Current capacity used & unused & reserved (max/ min for each)
- Planned bandwidth use – excluding video conferencing
- Contention ratio
- Speed
- Video quality – predominantly static (talking head – Yes/No)
- Hardware at point of display
- Hardware at point of transmission
- Hardware at point of distribution

Points to consider

- Budget
- What do you spend currently on flights/ travel/ accommodation per annum?
- Write-off period for cap ex
- Leasing options
- IT infrastructure
- Cost and timescale of increased capacity and hardware -if required