

Checklist: Information Needed for Booking a Videoconference

Necessary information:

- [] 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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