

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)

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