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