

Adding videoconference participants

The conference administrator can also add and remove participants while the conference is in progress, and if it is being recorded then the recording can be stopped while the conference continues: useful if, for example, the recording was to cover a performance, presentation or discussion of a specific topic and the topic has now moved on.

Another addition, much requested by users, is the guest facility – the ability to include telephone guests. Guests can join the videoconference by phone without needing access to videoconference facilities themselves, and without needing to be registered as users of the service. In booking the videoconference, the administrator simply selects a guest type: “telephone (audio only)”, and enters the name and email address of the telephone participant. The telephone guest is then emailed a number to call into the videoconference.

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