

Videoconference Service Checklist v1.3

About this checklist

This checklist lists all the preparatory administrative details necessary for a successful videoconference session. It is to be filled in by your Division's Videoconference Co-ordinator, who must also contact the Service Desk to book the local room and equipment on your behalf. A copy of this checklist must be provided to the local facilitator of the videoconference, if applicable, or to the primary local participant. **If you require any help from the Service Desk a copy must be delivered to them prior to the videoconference at least 4 working hours ahead of the session.**

Videoconference Details	
Date, Time and Duration	
Purpose of Videoconference (eg: Research collaboration, distance education, interview...)	
Total number of sites participating	
Date and Time of preliminary test connection, if applicable	
If this is a regular recurring videoconference (eg for distance education), specify dates, times and durations of subsequent sessions	
Who will be initiating/hosting the video conference? (Lincoln University, KAREN or third party). The Lincoln system can host up to 3 other participants. KAREN can currently host up to 12 participants.	

Lincoln University Details	
Participants' names, phone numbers, email addresses (list primary contact first)	
Booking Administrator's name, phone number, email address. Your Divisional Videoconference Co-ordinator must contact the Service Desk to book the local videoconference room and equipment.	
Facilitator/Technician's name, phone number, email address. This would normally be your Division's videoconference co-ordinator, or his/her trained nominee.	
VC Unit	IP Address
Tandberg 880 MXP	103.240.52.228
Polycom HDX	103.240.52.231
Samsung VC240	103.240.52.232
In-conference contact number (NB: PIN number required for outgoing calls from landline in VC room, or cell phone)	
Personnel, room and equipment booking confirmed (specify name and date)	

Remote Site: Name, City / Town	
Site Participants' names, phone numbers, email addresses (list primary contact first)	
Site Booking Administrator's name, phone number, email address if applicable.	
Site Facilitator/Technician's name, phone number, email address if applicable.	
Equipment type	
In-conference contact number (landline in VC room, or cell phone)	
IP Address of remote video conference unit	
Any meeting room codes or PIN numbers required to access the meeting.	
Personnel, room and equipment booking confirmed (specify name and date)	
Comments	

Divisional Videoconference Co-ordinator Signature: _____