How to organize and run audio/ videoconference

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Q&A

➤ Do you really need VC?

➤ What kind of VC do you need?

➤ What kind of TCR do you need?

➤ How to organize the resources?

➤ How to prepare yourself for VC?

➤ How to run VC?

➤ How much does it cost?

Outline

- Introduction in teleconferencing

- How to organize room VC system

- How to run audio/videoconference

- Planning VC

- VC tips

Outline

- **Introduction in teleconferencing**

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What is teleconferencing?

- transmission of image (video) and speech (audio) back and forth between two or more physically separate locations
- use of cameras, video displays, microphones, speakers
- standards, openness, interoperability
- currently not '*plug and play*'

Past:

- two groups:
    - ➢ those who could afford technology and network to establish meeting rooms
    - ➢ those who are able to travel to teleconferencing enabled location

Today:

- less expensive, more flexsible technology
- 1996. - H.323 standard

What to expect from teleconferencing?

- from top audio and video …

  (Wow, it's like you're sitting right here with me!)

- … to good audio with poor video

  (Is that a new hair or is something wrong with your camera !?)

Types of teleconference:

According to interactivity:

- conference
  - ➢ two-site or multisite active communications

- streaming (!)
  - ➢ pros: less bandwidth, fittable
  - ➢ cons: one-way communication, low quality

Types of teleconference:

▤ *According to tools used:*

- audioconference
  - ➢ audio, application and data sharing
  - ➢ pros: vs. videoconference less bandwidth
  - ➢ cons: visual communication
  - ➢ vs. phone: multisite, quality, application and data sharing, logistic, etiquette

Types of teleconference:

▤ *According to tools used:*

- videoconference
  - ➢ video, audio, application and data sharing
  - ➢ pro: video
  - ➢ cons: bandwidth, codec requirements

- webconference
  - ➢ video, audio, application and data sharing
  - ➢ software codecs
  - ➢ pros: desktop requirements
  - ➢ cons: quality

Types of teleconference:

According to number of participants:

- desktop conference
  - ➢ few participants
  - ➢ from PC
  - ➢ web cam, speakers, microphone

- room conference
  - ➢ 'unlimited' number of participants
  - ➢ TCR

Types of teleconference:

According to meduim:

- ATM
- IP
- ISDN

Types of teleconference:

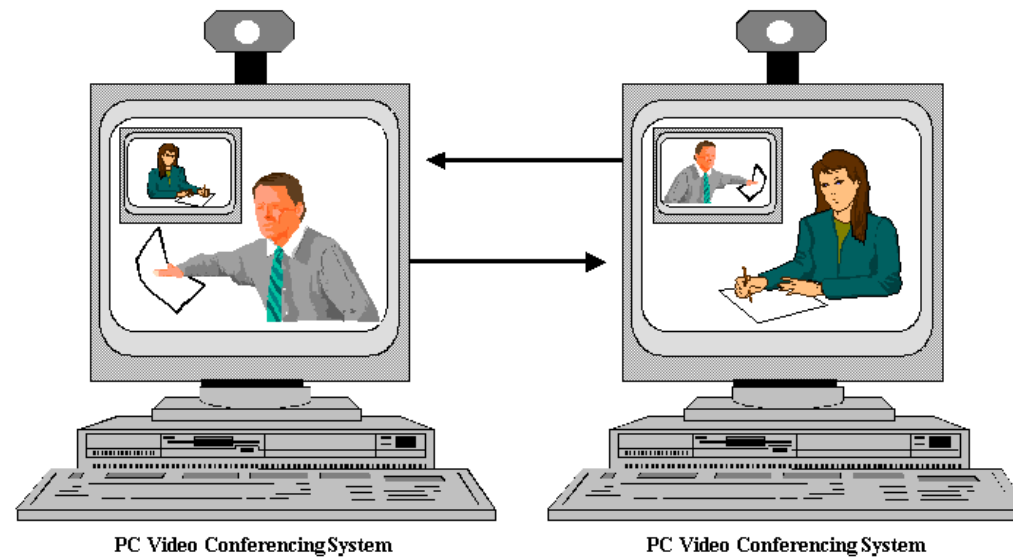*According to conectivity:*

- point-to-point
- multipoint

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How to establish room VC system:

📄 *When room VC?*
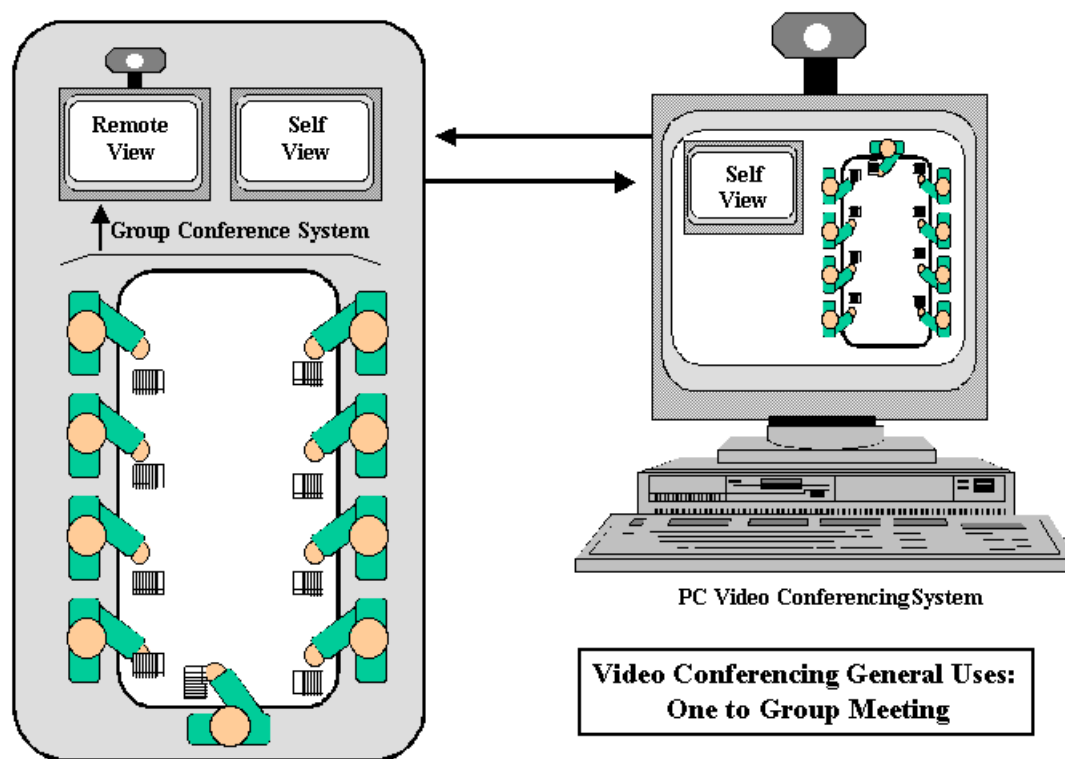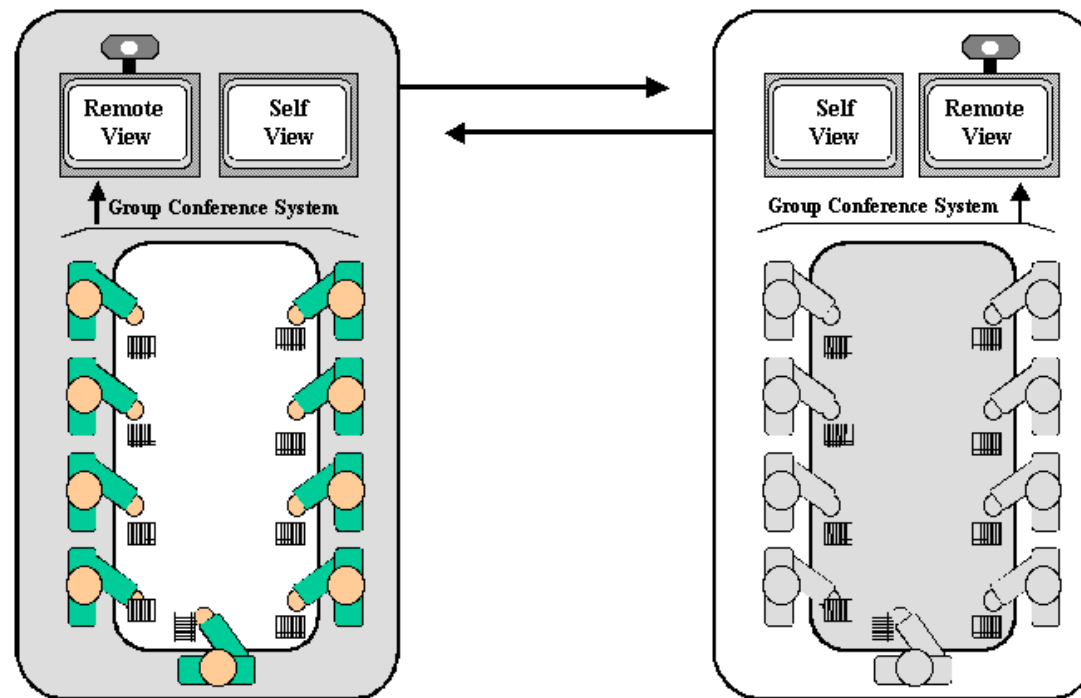
- meetings

PC Video Conferencing System   PC Video Conferencing System

Video Conferencing General Uses:
One - to - One Meeting

Remote View | Self View

Group Conference System

Self View

PC Video Conferencing System

Video Conferencing General Uses:
One to Group Meeting

Video Conference General Uses:
Group to Group Meeting

Video Conferencing General Uses:
Multi-site conferencing using an MCU

How to establish room VC system:

▤ *When room VC?*

- classrooms

Instructor converses with expert or co-instructor from the same vantage point as a member of the class. Conversation and or instruction is similar to a meeting. The instructor must be conscious of staying in camera range

Guest lecturer or remote participant attends using a PC Video Conferencing System
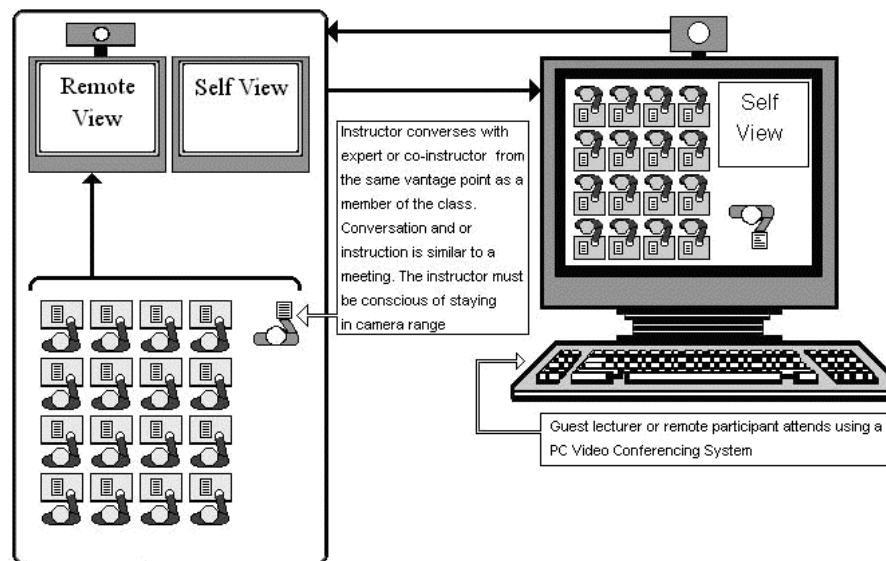
Video Conferencing in the Classroom:
Guest Lecturer, remote Co-instructor, or remote Attendee
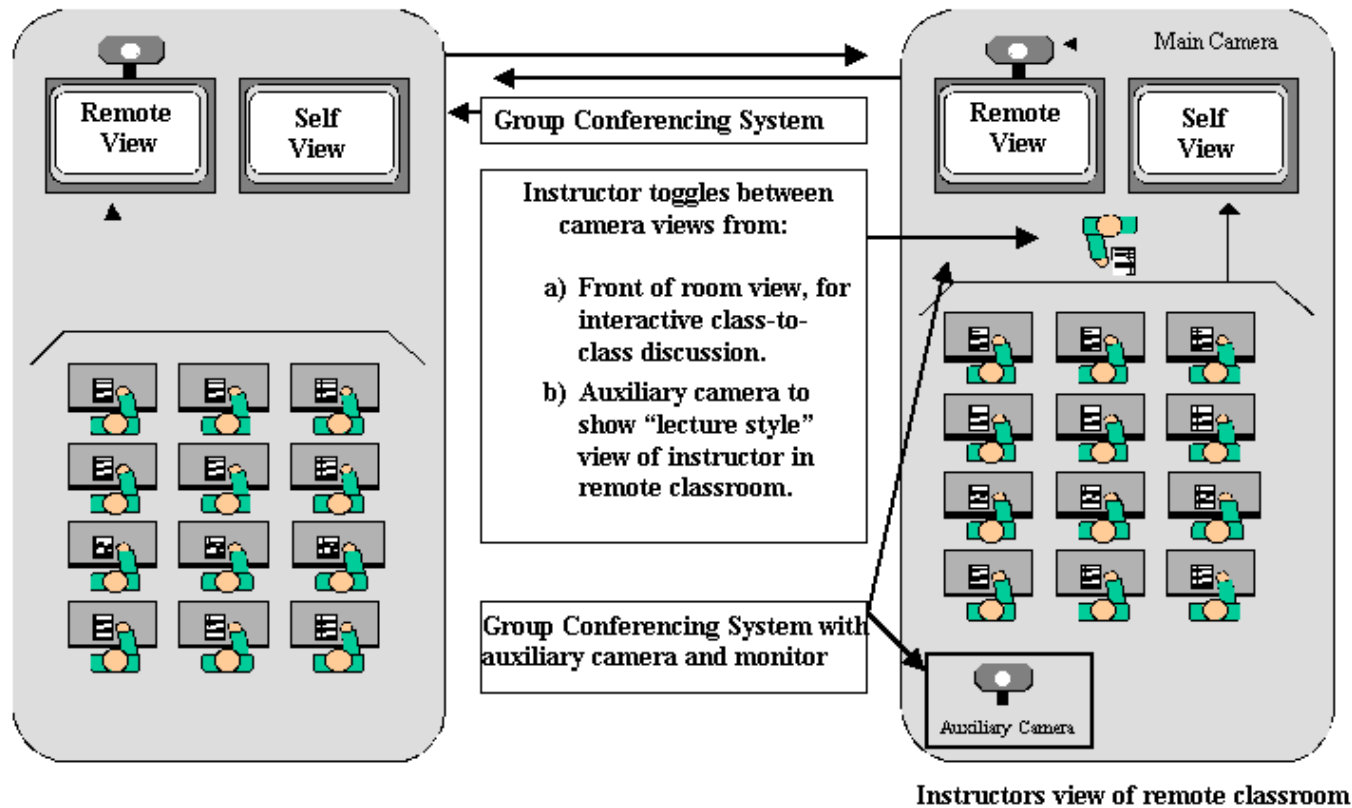
Video Conferencing in the Classroom:
Single Instructor with Local and Remote Classrooms

How to establish room VC system:

⊟ *When room VC?*

- Collaboration

- special applications

  ➢ telemedicine

  ➢ telecommuting

  ➢ judicial applications

  ➢ surveillance and security

- 'fly on the wall'

How to establish room VC system:

When room VC (in education)?
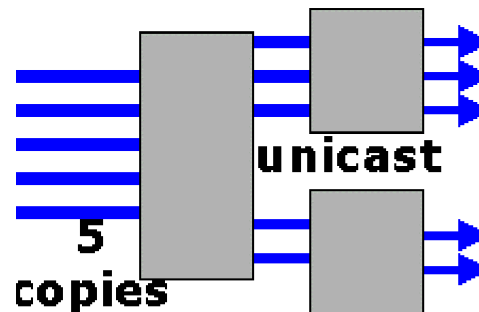
- distance lectures

- critical places

- collaboration

- multiple sites meetings

How to establish room VC system:

▤ *Define the needs:*

- big investitions - evaluation needed :
  - ➢ number of sites in conference
    - ⇨ MCU - *Multipoint Control Unit*

    - ⇨ multicast

Unicast vs. multicast:
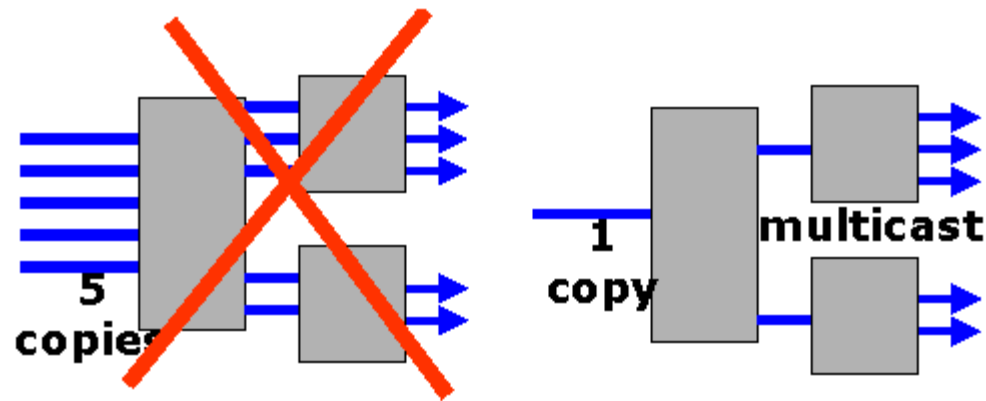
Impact of uncontrolled multicast traffic could be severe.

Impact of multicast traffic on our SoX link : 3.2-10MB
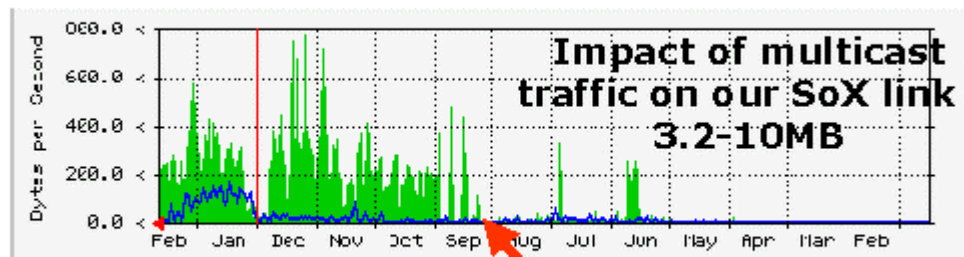
Can you tell when we began receiving native multicast traffic? YES!

How to organize VC system

How to establish room VC system:

▤ *Define the needs:*

➤ environment

⇨ desktop - office

→ low requirements

⇨ conference room

→ video requirements

→ audio requirement

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How to establish room VC system:

▤ *Define the needs:*

    ➢ gateways

        ⇨ H.323 - H.320 - ATM

    ➢ degree of interactivity

        ⇨ single speaker - all participants

    ➢ importance of voice, video and data

How to establish room VC system:

Pick a technology and demonstrate it:

- market research
  - ➢ web, discussion list, conferences, journals, colleagues
- selecting manufacturer
  - ➢ service and support, training, documentation, maintenance
- streaming - MS NetMeeting - web conferencing - hardware codec

How to establish room VC system:

▤ *Organize the resources:*

- place and equipment

  ➢ establish TCR - types, recquirements

  ➢ surveillance - scheduling, rules

- team

  ➢ technicians - training with equipment

  ➢ users - how to use it

How to establish room VC system:

🗐 *Maintenance:*

- administration

  - scheduling

  - sistem tracking

- expansion and growth

How to establish TCR:

▤ *TCR - Teleconference Room:*

- specialized
  - ➢ technical requirements
  - ➢ comfort requirements
- non-mobile equipment

How to establish TCR:

▤ *Technical part:*

- location

- infrastructure

  ➢ electrical

  ➢ network

- acoustics

  ➢ noise (inner and outer) and reverberation

  ➢ isolation

How to establish TCR:

▤ *Technical part:*

- light
  - ➢ opposite camera and projectors requirements
  - ➢ inner - outer light
- audio equipment
- video equipment
- presentation equipment
- codec
- computing and communications equipment

How to establish TCR:

▤ *Organisational part:*

- access policy

- reservation procedure

- duties

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When to use audio/videoconference:

- necessary to see people's expressions
- real time presence is recquired
- meeting announced too late for travel
- travel expences too high
- short meetings
- presence of all important persons is recquired, travel expences too high

How to run audio/videoconference

How to run efficient audio/videoconference:

- prepare an agenda in advance and distribute it

- arrive 10 min early and start on time

- time keeper

- introduce all participants

- clearly define objectives and expected duration of the meeting

How to run efficient audio/videoconference:

- keep on scheduler and on track

- divide presentations into short segments - no longer then 15 min

- ask for questions after each part

- leave enough time for reactions and feedback

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Planning VC

- arrange date and time in cooperation with all participants

- send scheduler with date and time to all

- clearly indicate what is expected from each participant (preparation, materials …)

- don't forget about time zones

Planning VC

- schedule meetings as far in advance as possible

- incline all lecturers and participants with phone numbers

- get IP and phone numbers of all locations involved in conference

- check confirmation from all participants

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Technical preparation:

- windows - keep curtains, blinds, etc. closed

- check lights, speaker position

- check signal levels in your system

- adjust cameras in advance - no zoom, pan, tilt

- adjust window on the speaker

- speaker should see auditorium

VC tips

Technical preparation:

- reserve rooms in advance as possible
- arrange bridging if needed
- mute your system when dialing in on a multipoint call and during presentation
- prepare the room at least 15 min. prior to scheduled time
- prepare a test of a video equipment

VC tips

Participants tips and etiquette:

- wear medium blue or pastel colors, avoid white
- avoid cloathing with overly detailed patterns
- aviod wearing bright , flushy decoration and jewelery that reflect lights
- arrive on time
- speak in your normal voice

Participants tips and etiquette:

- be yourself, look in a person you're addressing

- be aware of the transmission delay

- avoid side conversations

- don't rustle papers, tap pens, rock your chair, slide the microphone around table - it distract audience

- use agenda, stay on schedule

VC tips

Moderator tips:

- inspect the room
- acquit yourself with equipment
- check if material are distributed
- have list of participants and agenda
- start on time, don't repeat for those who are late
- shortly call each distance location on the beginning
- determine schedual, if it's not in advance

VC tips

Moderator tips:

- introduce all participants and their roles
- envolve distant locations, call them in a discussion
- in audioconference - ask everyone to introdouce himself before speaking
- repeat clnclusions, decisions on the end
- leave enough time for reactions
- summearise decisions and action items

VC tips

Proper graphic and PowerPiont presentations:

Videoconferencing requires different graphic for presentations than if the presentations were viewed locally!

VC tips

Recommendations to make your presentations readable in a videoconference:

- font - use simple and clear fonts
- colors - for background use middle or royal blue, best letters are yellow and white, don't use red or black
- page layout - use landscape or horizontal mode
- format - minimum information, max 6 lines with 5 words per slide

Recommendations to make your presentations readable in a videoconference:

- bullets are easy to read, pie and bar charts too if kept simple
- font size - 36 (whole slide), 18 (part of slide)
- ALL CAPS ARE HARDER TO READ

Thank you!

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http://www.carnet.hr/sobne-vc