

VIDEO CONFERENCING at the FCPE

Video Conference service is provided from our Classroom or Breakout room in Alumnae Hall, room 126 and 124 respectively. This service is available to faculty.

Uses of our video conferences include:

- Teaching: multi-site international seminars, with presenters at local or remote sites.
- Collaborative working: joint research projects
- Management meetings: project administration, progress reports, etc.
- Job interviews: local panel interviewing applicant at remote venue, or vice versa
- Special Events

OUR FACILITIES

Our class seats approximately 13 people comfortably at the tables, this is useful for a seminar audience that does not need to be on camera or near a table-top microphone.

Many video conferences are one-to-one talking heads only; our classroom setup offers presentations from a variety of sources:

- PC running Windows XP: CD/DVD-ROM, USB pen, PowerPoint slides, web pages, Blackboard, etc.
- VHS player
- DVD player

Laptop connections and wireless access are available in the classroom.

For contingencies our system has a built-in conference phone.

CONNECTION METHODS

We can connect to remote venues using IP only. Users of our Video Conference facility do not need to understand the technicalities. We will take care of the technical aspects of your session.

BOOKING A VIDEO CONFERENCE

The first thing to do is to reserve the room. Even if you have yet to gather all the information you need from remote colleagues, if you have a date and time in mind you can make a provisional booking. You can then provide more details later. There are some standard details you need to provide at some point between reserving the room and the date of the actual conference.

- Location
- Technical contact person's contact information
- Name of person(s) involved in call
- Equipment make and Model
- Video conference system's IP address

It is perfectly normal for details to change before the conference takes place, we are happy to accommodate any changes you require. You can reserve our studio by phone or by email.

CONTACT US

We will take your reservation, answer your questions, and guide you through your Video Conference arrangements.

Email: fcpe@adelphi.edu or call x4221.