

Quick reference guide:

VIDEO CONFERENCING at the FCPE

Video Conferencing is available to faculty. Sample uses 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

FACILITIES

The **FCPE class room** in Alumnae Hall 126 seats approximately 13 people comfortably at computer desks; this is useful for a seminar audience that does not need to be on camera or near a table-top microphone. The setup in this room 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 as well. For contingencies our system has a built-in conference phone.

The **FCPE breakout room** in Alumnae Hall 124 has a smaller, and more casual setup. Couches seat 5 people comfortably, who can all be seen and interact with the remote site at the same time. The system is designed for oral and visual communication only and does NOT have the capability to broadcast content from different sources such as PC, DVD, or VHS.

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 for your session.

BOOKING A VIDEO CONFERENCE

The first thing to do is to contact the FCPE to inform about the event and to reserve the room. Even if you have yet to gather all the information you need from remote colleagues, please make a provisional booking if you have a date and time in mind. You can provide details later as you plan them. There is some standard information you need to provide at least two weeks ahead of the date of the actual conference.

- Location
- Technical contact person's contact information
- Name of person(s) attending the conference at Adelphi
- Equipment make and Model of the remote site
- IP address of remote video conferencing system

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

Please contact us as soon as possible but no later than 2 weeks prior to an anticipated event.

Email: edwards4@adelphi.edu and Cc: fcpe@adelphi.edu. Phone: 516.877.4252 or 516.877.4221

NOTE: Video conferences for the classrooms in HHE 209 and at the Manhattan Center need to be scheduled with the FCPE as well, however, these rooms MUST be reserved with the registrar at 516.877.3320 or email gabelman@adelphi.edu and Cc: fcpe@adelphi.edu