

Audio/Video Conferencing Options

	Telephone conference	Video-conference			WebEx + Audio teleconference	Webcasting
Definition	<ul style="list-style-type: none">Audio-only connection between two or more individuals using telephones.Allows multiple participants to collaborate by telephone anytime, anywhere, with or without operator assistance.	<ul style="list-style-type: none">Visual connectivity between two or more individuals who are physically not at the same locationTo conduct meetings, training, or for other events. 2 Types: <ul style="list-style-type: none">•Skype for Business, and Virtual Meeting Room (VMR)<ul style="list-style-type: none">•Tools that facilitate visual communication with participants.•These tools allow you to make video connections by yourself, without operator assistance•Scheduled Video conference (VC) through the Video Conferencing services group<ul style="list-style-type: none">•Enables connection among participants using various VC systems and/or via your computer.			<ul style="list-style-type: none">Visual connectivity between two or more individuals who are physically not at the same locationTo conduct meetings, training, or for other events.This is the preferred solution for calls with close to 200 participantsIt also provides for connection with external clients.	<ul style="list-style-type: none">Provides a means to watch a web broadcastCan be watched at various locationsDoes not provide 2 way communication.
Method	<ul style="list-style-type: none">By using telephones	<ul style="list-style-type: none">Skype for business or Virtual Meeting Room (VMR)Boardroom Video Conference (VC) SystemExecutive Desktop Video Conference device			<ul style="list-style-type: none">Visual presentation delivered via WebExAudio part delivered via the computer audio or telephone conference.	<ul style="list-style-type: none">Organized by Public Service Procurement Canada (PSPC).Audio delivered via computer or phone
Features	<ul style="list-style-type: none">Audio calls onlyEasy to participateCan be scheduled without operator assistanceSupports Dial-in/Dial-out	Skype for Business <ul style="list-style-type: none">Audio and video callsContent SharingCreating groups of contactsConversation with a group	Virtual Meeting Room <ul style="list-style-type: none">Audio and video callsContent SharingSupports a phone conference connectionConversation with a groupExternal participants can join	Scheduled Video Conference <ul style="list-style-type: none">Audio and video callsContent sharingScheduled thru the VC groupAudio can be by phone conference if arranged in advanceExternal participants can join	<ul style="list-style-type: none">Audio and video callsContent SharingConversation with a groupVoice can be by teleconference	<ul style="list-style-type: none">One way communications for a large group of participants.Content SharingVery easy to participateRequires computer to watch from a website
Requirements	<ul style="list-style-type: none">TelephoneReservationless (teleconference) account	Skype for Business <ul style="list-style-type: none">Camera and headsetComputer	Virtual Meeting Room <ul style="list-style-type: none">Camera and headsetComputerVideo conference equipment if including a boardroomVMR Account	Scheduled Video Conference <ul style="list-style-type: none">Video conference (VC) boardroom or Exec Desktop VC unitComputer for content sharing (Optional)Telephone (Optional)	<ul style="list-style-type: none">CameraHeadsetComputerTelephone (Optional)WebEx account	<ul style="list-style-type: none">HeadsetComputerTelephone (Optional)
Max participants	<ul style="list-style-type: none">200Unlimited if arranged thru conference operator	<ul style="list-style-type: none">25 Connections/locations for VMR and Skype for Business (\$4B)50 Connections/locations for a Group VMR200 Connections/locations for Scheduled video conference			<ul style="list-style-type: none">25 or 200 depending on account type.	<ul style="list-style-type: none">Up to 2000
Cost	<ul style="list-style-type: none">Free: under 200 participants	<ul style="list-style-type: none">Currently free based on SSC agreement			<ul style="list-style-type: none">Currently free based on SSC agreement.Extra cost for connections over 200	<ul style="list-style-type: none">Approximately \$3,000 - \$5,000Higher if 2 languages are needed.
How to Schedule and invite?	<ul style="list-style-type: none">Contact Government Teleconference Service (GTS)Start a GTS call	Skype for Business <ul style="list-style-type: none">Use Outlook to invite to “Join Meeting” OR <ul style="list-style-type: none">Use the Skype Address list	Virtual Meeting Room <ul style="list-style-type: none">Book a VC room with OutlookSend an invitation that includes your My VMR account information and a clickable linkMore VMR info	Scheduled Video Conference <ul style="list-style-type: none">Use Outlook to book a VC roomRequest a scheduled videoconference from Videoconferencing service in Shared Services Canada.Send an invitation that includes the Scheduled call information and a clickable link	<ul style="list-style-type: none">Login to your WebEx account, * https://pwgsc-nh.webex.comSelect “Schedule a meeting”Fill in detailsSelect participantsEmail invite will be sent out.	<ul style="list-style-type: none">Contact the Events and Conference Management group by calling 613-990-6700 or Email.Events & Conference Management pageConnection test is recommended.
How to join?	<ul style="list-style-type: none">Use the conference information provided by the host of the meeting.	Skype for Business	Virtual Meeting Room Connect as an External Participant	Scheduled Video Conference You can also connect directly to the SI (System Identification) number of a conference device.	WebEx Conference for internal and external participants.	<ul style="list-style-type: none">Click the URL received in the invitation to join the WebcastAudio by Computer or by telephoneSome setup requiredConnection test is recommended.