Choose one or combine services for a more effective meeting.

Northwestern University Information Technology (NUIT) provides a variety of conferencing solutions to support collaborative learning and work environments at the University.

By Phone
- Make a call for quick collaboration
- Call from on or off campus
- Add a desktop presentation

Face-to-Face
- Bring people together travel-free
- Video bridge for multipoint conferencing
- NUIT-supported conference rooms available
- Dynamically share data via the Web

Web-Based
- Computer conferencing for greater mobility
- Reach up to 100 guests from any distance
- Engage through chat and discussion board
- Let audio and video enhance collaboration

Cost-effective
Productive
Eco-Friendly

How will you conduct your next meeting or presentation?

Audio?
Video?
Web?

Videoconferencing provides face-to-face collaboration with remote colleagues.

Conferencing Services

Spring 2010

Northwestern University Information Technology
www.it.northwestern.edu
**Audio**
www.it.northwestern.edu/telephone/converge.html

Audioconferencing is an audio-only meeting with people in multiple locations connecting by phone.

**Conference Bridge**
Conference calls for multiple participants are facilitated through a designated phone number configured to link telephone lines.
www.it.northwestern.edu/telephone/conference.html

**IP-Based Conferencing**
Self-initiated conference calls for up to 20 participants can be conducted using IP-enabled telephones. An IP-based telephone has the appearance of a traditional telephone but is connected to the University’s Voice over Internet Protocol (VoIP) network, the University’s leading communications service. Additional enhanced options include:

- Three-way calling
- Call forwarding
- Call routing

For additional information, including how to order and availability in your campus building, visit www.it.northwestern.edu/telephone/converge/voip.html.

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**Desktop Video**
www.it.northwestern.edu/desktop-videoconference/

Desktop Videoconferencing delivers a mobile solution to high-definition multipoint videoconferencing that eliminates the need for a common physical meeting space.

Use the NU Network or any other reliable IP network to initiate a video call from your laptop or desktop computer and meet face-to-face with up to five participants, or connect to a traditional conference room. With desktop videoconferencing, you can:

- Attend group meetings from on or off campus
- Eliminate cross-campus travel to accommodate meetings among multi-departmental locations
- Participate in group-based learning projects from any location
- Provide guest access and open the videoconference to non-account holders within or outside of the Northwestern community

Allowing both standard and high-definition video options, the service supports direct (point-to-point) or multi-way conference sessions and is compatible with existing campus H.323 videoconferencing technology.

Any member of the University with a valid NetID can request an account and use the service at no cost.
www.it.northwestern.edu/desktop-videoconference/secure/accountrequest.html

Minimal equipment needed includes a PC or Mac, USB headset/microphone or speakerphone, and a Web camera. Hardware specifications and recommendations can be found on the NUIT Web site.
www.it.northwestern.edu/desktop-videoconference/equipment.html

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**Web**
www.it.northwestern.edu/conferencing/webconferencing/

Webconferencing is used to conduct live meetings, trainings, and presentations over the Internet.

Using a desktop or laptop computer, users can host a meeting with up to 100 remote guests joining from a laptop or desktop computer with a high-speed Internet connection and Web browser.

Meeting hosts can interact with participants using screen sharing, chat, notes, audio, and video features; events can also be recorded for later viewing.

**Licensing**
An annual license is required to host a meeting. Facilitated by NUIT, licenses are transferable but non-refundable.

**Obtain a Meeting Host Account**
- For administrative uses, such as departmental meetings, training, and presentations, submit a Meeting Host Account Order Form.
  www.it.northwestern.edu/conferencing/webconferencing/adobe-connect-form.html
- For use in classroom instruction and research collaboration, contact art-support@northwestern.edu.

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**Video**
www.it.northwestern.edu/videoconferencing/

Room-based videoconferencing is a virtual face-to-face meeting with people in remote locations using video and audio communications.

All public and most privately managed rooms on campus contain industry standard H.323 equipment and are configured to register with the Northwestern Gatekeeper, which connects one or more remote locations.

Calls between more than two remote locations must be scheduled on the Northwestern Multipoint Conferencing Unit—a video bridge that allows participants to see and talk with each other.
www.it.northwestern.edu/videoconferencing/getstarted/howto.html

Reservations for room-based videoconferences are required. For public rooms, contact the Office of the Registrar. Privately managed rooms require a separate registration.
www.it.northwestern.edu/videoconferencing/getstarted/locations.html

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**Webcasting**
www.it.northwestern.edu/webcasting/overview.html

Live streaming media (Webcasting) is the method of delivering recordings of live events over communication networks, such as the Internet.

NUIT produces high-definition video productions of campus events and special presentations for viewing on a computer in real-time or for on-demand viewing.

University organizers interested in this service should complete the online request form. Costs for this service are dependent upon the complexity of the production and length of the event.
www.it.northwestern.edu/webcasting/request.html

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**Audioconferencing** offers an efficient and cost-effective way to meet with participants on or off campus.

**Desktop Videoconferencing** delivers a mobile solution to high-definition multipoint videoconferencing that eliminates the need for a common physical meeting space.

**Webconferencing** is used to conduct live meetings, trainings, and presentations over the Internet.

**Videoconferencing** is a virtual face-to-face meeting with people in remote locations using video and audio communications.

**Webcasting** is the method of delivering recordings of live events over communication networks, such as the Internet.