Video Teleconference
Check List
Computing Services Group

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☐ Reserve your room through Kenna Snow-Tompkins (kms3@cornell.edu, 5-1833).

☐ Submit Video Teleconference Request form to CSG AV Support.

☐ Identify someone on your staff to provide technical support during the event or contact CIT’s OnSite Solutions (onsitesolutions@cornell.edu, 4-3535) for fee-based support.

☐ Schedule time for training and rehearsal with CSG AV support.

☐ If different than the standard layout, create a floor plan of the room and submit copies to CSG AV Support and Facilities.

☐ Create a way to identify your site’s name or location (for example, a sign with bold, plain letters placed in view of the camera). Have remote sites do the same.

☐ Send a copy of the materials you have prepared (PowerPoint, word documents, etc) to remote sites.

☐ Arrive 15-30 minutes prior to the event to make final preparations and to coordinate with CSG AV support.

Allow at least 10 business days before a multiple-site event for contacting site technicians and testing (5 days for single connections).