

**Language Learning Center  
Teleconference Readiness Assessment and Checklist**

*This document is intended to gather requirements for scheduling a teleconference meeting in the Language Learning Center’s facilities. By answering the following questions we will be better prepared to facilitate your teleconference.*

**GROUND RULES**

1. Teleconferencing reservations should be made well in advance of the meeting date (at least two weeks).
2. Even though you may have made a reservation via the LLC website, your meeting will NOT be scheduled until this questionnaire as been submitted to the IT Specialist (email or in person) at the Language Learning Center.
3. On receipt and review of this form, the IT Specialist will contact the requestor for further details and coordination including a confirmation of the meeting reservation.
4. We typically use Skype for most web-based meetings however we also utilize other systems to meet the needs of the requestor. Other tools are:
  - a. Halawai (hosted by UH)
  - b. DimDim (useful for sharing PowerPoint presentations)
  - c. iChat
5. We have a specialized teleconference mic/speaker (PolyCom 500) for capturing room discussions and questions.
6. We have tested our systems over many teleconference meetings with much success. However, it is your option to use your own laptop for the meeting.

SUBMIT THIS FORM TO THE LANGUAGE LEARNING CENTER

Via email attachment: [llcit@hawaii.edu](mailto:llcit@hawaii.edu)

**or** deliver a printed copy to **Moore Hall 256**

Questions?

[llcit@hawaii.edu](mailto:llcit@hawaii.edu)

6-7575

***Please answer the following questions so we may assess your meeting requirements. Please bear in mind that teleconference support is provided to affiliates of the College of Languages, Linguistics, and Literature. Other entities are welcome to reserve and submit a room fee if they choose to use the facilities. Please call 956-8047 to make arrangements.***

Date of Request: \_\_\_\_\_

Date and Time of Meeting (HST): \_\_\_\_\_

Duration of Meeting: \_\_\_\_\_

Requestor’s Name: \_\_\_\_\_

Requestor’s Email: \_\_\_\_\_

Requestor’s Office Ph#: \_\_\_\_\_

Department: \_\_\_\_\_

Requested Room: \_\_\_\_\_

**Teleconference Questionnaire**

- *How many remote connections will be needed?*  
[ ] Point-toPoint (a meeting between you and one other remote location)  
[ ] Multipoint (a meeting between you and two or more other remote locations)
- *How many participants will be locally present (not connecting through Internet)? \_\_\_\_\_*
- *Please list the locations of the remote participants (Japan, California, New York City, etc.).*

1. _____	2. _____	3. _____
4. _____	5. _____	6. _____
7. _____	8. _____	9. _____
10. _____	11. _____	12. _____

- **YES[ ] NO[ ]** *Will this meeting require video (webcam) on the part of all participants?*
- **YES[ ] NO[ ]** *Will this meeting involve a PowerPoint presentation or sharing of other media content (video clips, audio clips, documents, images, etc.)? If yes, please indicate:*
  - The content and its format (PowerPoint, Quicktime movie, image, website, etc.).

- Which participants will be sharing media content? Refer to the list of locations you indicated above. Include your name if it is you that will be sharing.

- *Please list any telecommunications software you have used, are familiar with, or prefer to use (e.g., Skype, iChat, etc.).*

- *Please briefly describe the purpose of the meeting (e.g., PhD Defense, professional meeting, etc.)*

### **Recommendations for a Productive Internet Teleconference**

*The following criteria are essential for a stress free teleconference experience.*

- **Use a headset with a mic and advise your remote participants to use them. If they or you are experienced with teleconferencing, and are confident in your individual system setup, then you are probably fine. If in doubt, use a headset (we can recommend one if you wish).**
- **Depending on the media requirements, we may utilize specialized software. If this is the case, we will let you know what it is ahead of time and suggest you become familiar with it prior to the meeting. This is critical especially if you are the one presenting or leading the meeting.**