

Activity 1 – Large Group Discussion

How would you configure the room based on this scenario?

- Class of 40 people in house
- Students at 5 remote sites will dial into the bridge
- Single-point VTC
- Instructor has slides to be pushed to the VTC and LCD screens

Notes

Activity 2: Group Exercise

From: Mike Smith (xxxxxxx@yahoo.com)

To: Sarah Marshall (xxxxxxx@yahoo.com)

Date: Wednesday, November 19, 2008 8:07:18 AM

Subject: Room Request For All Hands Meeting

Hi Sarah,

We are going to have an all-hands meeting on Friday in the IQ room at 3:00pm. Please reserve the room and set it up classroom-style for 50 people. We also expect 4 remote sites to join this session via video-teleconference. The ISDN number for the video bridge is 877-555-6795 and the host access code is 23525. I am going to be presenting a PowerPoint presentation with John that we would like to project to both the local and remote participants (see attached).

If you have any additional questions, please feel free to ask.

Regards,

Mike

Activity 4: Final Exercise

From: Hillary Smith (xxxxxxxxxxx@yahoo.com)
To: Sarah Marshall (xxxxxxxxxxx@yahoo.com)
Date: Wednesday, November 19, 2008 8:10:46 AM
Subject: Room Request For All Hands Meeting

Hi Sarah,

On Monday, February 2 at 10:00, we are having a conference call with the 10 salespeople in the Rosslyn office. I will be showing a presentation from here in Quantico, and need the salespeople to be able to see my slides up on the big screen. I will hook up through WebEx.

The sales team is going to dial into the bridge: 757-465-8338, access code 555998.

Please reserve the room and set up the room for them.

Thanks,
Hillary