ABE – Video Conferencing Reservations

1. Which interface would be the most effective for your conference?
   - a. Polycom
   - b. LYNC
   - c. Skype
   - d. Acano

2. In most cases, the number of attendants should determine the room you reserve. Understandably this is not always possible, please be courteous and don't over-book space. An estimate of room occupancy is listed below along with other helpful information.

3. Polycom, Skype, LYNC and Acano can be used from any of the three conference rooms. Wireless connections do not offer the best bandwidth for optimum refresh-rate. Wall-plate connection to the network is suggested.

4. Make your reservation well-in-advance. This will offer you the room-size and interface necessary for the conference.

5. It is YOUR conference. YOU are responsible for reserving a suitable room and acquiring 'connection information' for all remote sites. Please INCLUDE this information when making your RESERVATION.
   - a. Polycom IP number(s)
   - b. Skype usernames, LYNC users email address, etc.
   - c. Arranging a connection test if suggested by tech-support.
   - d. Calendars are for reservations and are not reviewed on a daily bases to keep YOUR conference on a daily agenda.

YOU are responsible to keep everyone involved and informed of reservations, changes or cancellations. Always use your username@ufl.edu for all email correspondence. Personal email addresses SHOULD NOT BE USED.

Equipment Availability

Room	Polycom	PPP	Occupancy	PC	Monitor
120B	yes	no	8	yes	yes
122	yes	yes	90	yes	yes
201	yes	no	12	no	yes