

Web Conference Information

Library web conferences are not “in-out” video events where receiving sites need their own cameras and audio link to ‘interact’ with the program. They are streaming video events that require

1. **Software for Downlink**
2. **300kb minimum available bandwidth per viewing location** for smooth reception.
3. **Links** - three URLs (low, medium, and high bandwidth) to access the broadcast will be e-mailed to registered sites approximately one week before each teleconference. These links will not be live until the morning of each teleconference.
4. A **subscription** to the teleconference series or **registration** for special web conferences. All licensed broadcasts are for registered subscribers only. They are not intended for open distribution.

Technical Requirements

Software for Downlink

Accessing the Web conference requires Windows Media Player (9 or higher – go to <http://www.microsoft.com/windows/windowsmedia/mp10/default.aspx>)

A Macintosh version is also available:

<http://www.microsoft.com/windows/windowsmedia/software/Macintosh/osx/default.aspx> .

Viewing Site

We suggest that your institution identify one primary site that has video projection capability so that the program can be viewed on a large screen with all viewers in the same room. There are two advantages to a common viewing area. One is that it makes a better setting for discussion and interaction and it minimizes the strain on your internal computer network caused by adding up the streaming signals to individual computers. (For example, two desktops viewing the program at 500kps would completely utilize a T1 [1.5mbps] internet connection, with the stream and resulting overhead.) Gathering the participants in one room minimizes the traffic and assures a cleaner signal.

Internet Access

The program will be streamed in 100, 300 and 500kps speed, we recommend the 300kps speed for desktop use and the 500kps speed for projection use. The 100kps speed can be used at sites where the network is unable to handle the higher speeds.

Testing and Tech Support

Program and Testing Times

	<i>Eastern</i>	<i>Central</i>	<i>Mountain</i>	<i>Pacific</i>
Uplink & Testing:	11:30 am - 12 noon	10:30 am - 11:00 am	9:30 am - 10:00 am	8:30 am - 9:00 am
Broadcast Times:	12 noon - 1:30 pm	11:00 am - 12:30 pm	10:00 am - 11:30 am	9:00 am - 10:30 am

We will begin streaming a test slate with music approximately 24 hours prior to the actual web conference. We urge you to test your connection the day before the event to make sure everything works well.

It has been our experience that such streaming events are blocked or often given a low priority by your internal network's firewalls or load balancing tools. It's important to check this beforehand.

It is also a good idea to conduct any testing in the actual room where the event will be viewed. That will help assure that the resolution you choose will suit the size of the room and the monitor.

Technical support for the 24-hour testing period will be available via e-mail: uplink@cod.edu.

Telephone support will be available one hour prior to the event at **630-942-4251**.

Contacting Us

We welcome your questions and comments before or during web conferences. You may contact us by phone, FAX, or e-mail:

Studio question line: **(800) 281-4424**

Web conference FAX line: **(630) 942-2788**

You may also reach us by **e-mail** at uplink@cod.edu

Phone numbers, FAX numbers and URLs will be flashed on screen throughout the program.

Note: If you e-mail your questions before the day of the web conference, please include the title and date of the program in the subject line, i.e.: "Library Education: Facing New Realities - 4/27/07"

COD technical support line for the day of the teleconference only is **(630) 942-4251**; if you have any questions or need assistance before the day of the broadcast, please call Cathy at **(800) 354-6587**.

License Rights

Taping Rights

All subscriber receive sites may make one copy of each Library Learning Network teleconference in the series. The tape may be used only for on-campus viewing. Library Learning Network tapes may not be sold, rented, or submitted for use at off-campus sites.

Web Conference Information

Streaming Rights

Registered subscriber sites may view the program via streaming video for a period of sixty days after the teleconference through a closed campus LAN/WAN network only. The URL is available from the Teleconference Coordinator, Cathy Russo, at **(800) 354-6587**.

Video Re-Broadcast Rights

Registered subscriber sites may rebroadcast the teleconference series on a closed, internal video distribution network only. The sessions may not be distributed (without permission) on other distribution systems like interactive video networks, the Internet, cable systems, other satellite delivery networks, and related delivery networks. College of DuPage Press is happy to consider your requests for exceptions. Please call Cathy at **(800) 354-6587**.

Purchase of Program Copies (DVD or Video)

DVD/VHS copies of the program are available to registered subscriber sites for \$30 per program. Simply send your request to: teleconference@cod.edu or call **(800) 354-6587**.