

VIDEO CONFERENCE

Advanced User Training & Integrated Audiovisual System Training

Promote effective, hands-on use of your Audio Visual and Video Communication solutions, ensuring return on your investment by empowering users and enhancing their technical abilities

Event Organiser:
Classic Events
Sarah Sall Maripa
Tel: 011 830-1602 / 830-2785 / 830-0232
Fax: 086-514-5412
e-mail: sarah@classicevents.co.za
www.classicevents.co.za



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VIDEO CONFERENCE

08h30 Registration & Early Morning Coffee

09h00 Training starts

- Definition of video conferencing
- Video conferencing etiquette
- Near side and far side screen layout options
- Video conference remote control
- Navigating through menus
- Accessing the phonebook
- Voice and video calls
- Multisite calls

11h00 Morning Coffee

- IP & ISDN connectivity
- Microphone use
- In call options
- Call quality control
- Sending content
- On screen display

13h00 Lunch

- Camera control
- Screen resolutions
- Input devices
- Encryption and passwords
- Trouble shooting

15h30 End of workshop, questions & answers & certificates

For Integrated Systems and additional training options:

- Controlling the room's equipment
- Using the touch panel
- Operating Bridges and MCU's
- Using recording software and recording components
- Correct use of interactive whiteboards
- Functions of LCD Displays and projectors



Registration Form

(Please photocopy form if more than three delegates)

- Yes I would like to book a days training for my team
- Yes I would like a customized quote for training on our integrated system

Attention: Sarah Maripa Sall
Fax: 086-514-5412
Tel: 011 830-1602 / 830-2785 / 830-0232
Email: sarah@classicevents.co.za
Address: P.O. Box 291765, Melville, 2109

The stand alone system training is ideally suited for ten staff but groups from three to fifteen can be accommodated. The workshop is hands-on and all participants will operate the system so that they are comfortable and proficient in operating it.

DATE: To be confirmed with client and trainer

VENUE: At clients' facilities

PRICE: R17500 plus VAT (ideally 8 to 10 participants but can accommodate 3 to 15 delegates)

INCLUDES: Refreshments, finger lunch, course notes, attendance certificate

REGISTRATION DETAILS

Name: _____

Job title: _____

E-mail: _____

Company / Organisation: _____

Physical address: _____

Postal address: _____

Tel: _____

Fax: _____

Signature: _____

Date: _____

Signing this form entails your understanding of the Registration and Payment requirements:

- A confirmation letter and invoice will be faxed/emailed to you upon receipt of your registration form, reserving your seat/s.
- Kindly make payment to guarantee your seat/s as non payment may result in your seat allocated to someone else
- Electronic payment/direct deposit can be made to Standard Bank Account #: 401 025 500. Account Name: Classic Exhibitions & Conferences cc. Branch: Melville. Branch Code: 006105. Kindly indicate company/delegate name/invoice as reference
- Please make cheque payable to: Classic Exhibitions & Conferences
- An official receipt of your payment will be provided, only upon request.
- A certificate of attendance will be provided, only upon request.
- No cancellation and refund given within seven days prior to the event date but replacement delegate can be sent.
- No refund given if delegate did not show up at event but course materials, if any, can be sent.
- Organiser reserves the right to change venue, date, programme and/or speaker/s if circumstances require.
- Organiser will refund payment if event is cancelled. If cancellation is not caused by organiser i.e. natural causes, regret no refund will be provided.
- Please inquire if you need special lunch i.e. vegetarian, kosher, halaal etc, accommodation or disabled facilities

Signature: _____

Submitted By: _____

Organisation / Company: _____

Date: _____

