

WHAT KIND OF MEETING SHOULD I SCHEDULE?

Whether it is a departmental meeting, a short one-on-one meeting, or a large multi-faceted webinar, the type of meeting that needs to be scheduled depends on the nature of the event. Listed below are some general guidelines of meeting types and their features.

Personal Conference	Personal Room	WebEx	Telepresence	Telepresence and WebEx
<ul style="list-style-type: none">• Telephone only• Includes international access• Can transition to document sharing	<ul style="list-style-type: none">• Audio and Video• Document sharing• Recording• Permanent URL link• Use for one on one meetings• Office Hours• Larger group meetings• Small study groups	<ul style="list-style-type: none">• Audio and Video• Document sharing• Application sharing• Recording• Use for any type of meeting large or small• Can reach participants outside the University of La Verne community	<ul style="list-style-type: none">• Audio and Video including telephone• Document sharing• Anyone can join with the corresponding equipment• Accepts audio and video calls from any application	<ul style="list-style-type: none">• Audio and Video• Document Sharing• Recording• Can reach participants outside of the University of La Verne• Larger events• Technical Support Recommended