

Video Conferencing is **EASY TO USE!**

How do I try Video Conferencing?

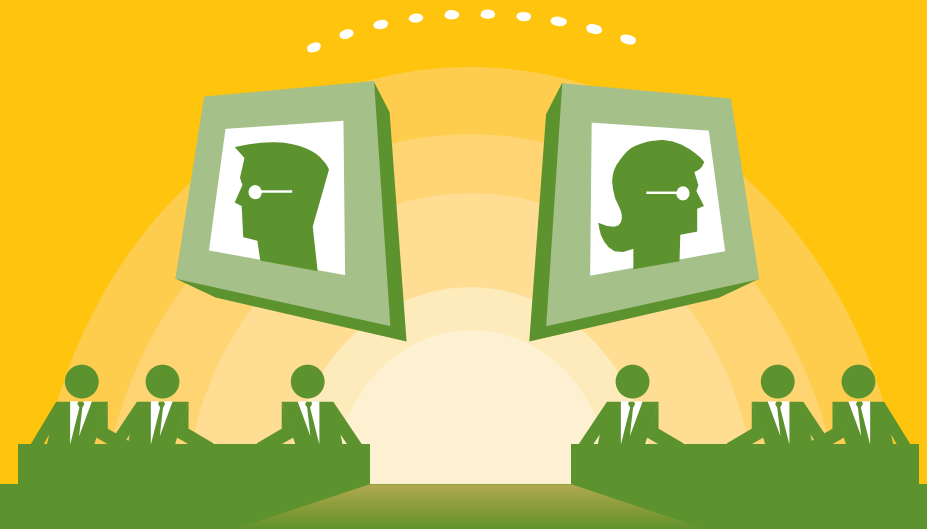
Aberdeenshire Council has invested in video conferencing facilities at a number of Council sites across Aberdeenshire. These facilities consist of either a room specially equipped for video conferencing or portable equipment that can be set up when required. This includes a camera, microphones and a large monitor.

Video conferencing user notes are available in each room and on Arcadia.

For bookings or for more information on how to start video conferencing simply phone the following number in your local area:

- **Aberdeen** 01224 665402
- **Alford** 01975 564801
- **Banff** 01261 813210
- **Ellon** 01358 726404
- **Inverurie** 01467 628201
- **Peterhead** 01779 483201
- **Stonehaven** 01569 768206

The Travel Planning Officer
Aberdeenshire Council
Tel: 01224 664773
Fax: 01224 662005
www.aberdeenshire.gov.uk



With Video Conferencing it is easy to conduct a “virtual meeting” with someone in Banff – whether its Banff, Aberdeenshire Scotland or Banff, Alberta Canada!



What is Video Conferencing?

Video conferencing is when 2 or more people conduct a meeting via video link rather than in person. It allows people to keep in touch and conduct meetings without the time and cost involved in travelling to a common location to meet in person.

What Can Video Conferencing be used for?

Video conferencing can give you or another colleague a "virtual presence" in meetings taking place at geographically separate locations, such as:

- Formal and informal meetings, between work colleagues and external bodies
- Presentations, lectures, seminars and courses
- Press conferences, public relations and job interviews

These meetings might be:

- **One-to-one** meetings between employees in different locations
- **One-to-many** meetings such as a presentation.
- **Many-to-many** meetings between two groups at two or more sites.

Why Should I use Video Conferencing?

Video conferencing is **EASY TO USE** and can substitute your actual presence at meetings.

- It reduces the time you have to spend travelling between offices.
- It reduces your travel costs by reducing the need to travel.
- It reduces the stress of commuting between work sites for meetings in person.

Video conferencing provides you with:

- The option of having face to face rather than telephone conversations with colleagues in other locations.
- The capacity to attend meetings you would otherwise have to cancel or reschedule due to travel constraints.

