

Conferencing Tools Comparison Chart

Tips for selecting the conferencing tool that best serves your meeting

	Uses	Pros and Cons	Capabilities	Requirements	Cost
<u>ReadyTalk</u> Web/Audio Conferencing	<ul style="list-style-type: none"> Committee meetings Training sessions Working sessions 	<ul style="list-style-type: none"> Pro: No reservations required Pro: Good for multiple sites Pro: With a Web-enabled conference, can share computer screen (documents, applications, Web sites) with participants Con: No video 	<ul style="list-style-type: none"> Audio/Web Up to 96 participants per ReadyTalk account Integration with UCOP videoconferences for participants calling in only 	<ul style="list-style-type: none"> New or existing ReadyTalk account 	<ul style="list-style-type: none"> \$0.023 per port/per minute + 16.93% administrative processing fee
<u>iLinc</u> Desktop Conferencing	<ul style="list-style-type: none"> Committee meetings Training sessions One-on-one conversations 	<ul style="list-style-type: none"> Pro: Can see participants Pro: Can share computer screen (documents, applications, Web sites, full or portions of desktop) with participants Con: Poor video quality Con: Needs to be facilitated by a trained leader Con: Best limited to 2 – 3 sites; otherwise, pictures are tiny 	<ul style="list-style-type: none"> Audio/low bandwidth video/Web Up to 50 participants per account iLinc Participation Meter for audience participation Green meter application tracks cost savings and environmental impact. ReadyTalk audio 	<ul style="list-style-type: none"> iLinc account New or existing ReadyTalk account Webcam 	<ul style="list-style-type: none"> Free for UCOP users See ReadyTalk for audio rates
<u>Skype</u>	<ul style="list-style-type: none"> One-on-one conversations 	<ul style="list-style-type: none"> Pro: Can talk to another Skype user for free Pro: Participants can see each other Con: For two participants only Con: Poor video quality 	<ul style="list-style-type: none"> Skype to Skype calls 	<ul style="list-style-type: none"> Skype account Webcam 	<ul style="list-style-type: none"> Skype calls between Skype users are free of charge
<u>Video-conferencing</u>	<ul style="list-style-type: none"> Committee meetings Powerpoint/vendor presentations Training sessions Job interviews Presentations – large audiences 	<ul style="list-style-type: none"> Pro: High video quality Pro: Accommodates multiple sites, and multiple users per site Con: Can be expensive Con: Scheduling can be difficult Con: Too many sites (more than 5) can make for a cumbersome meeting 	<ul style="list-style-type: none"> HD capacity high bandwidth video/audio Connect to any other videoconference facilities PC/Laptop connection for Powerpoint presentations and connecting to the Internet. Wireless access Integration with ReadyTalk 	<ul style="list-style-type: none"> Laptop, if needed for presentations ReadyTalk account, if a participant is only calling into the meeting and not joining by videoconference 	<ul style="list-style-type: none"> No charge for UCOP videoconference facilities Hourly room rates vary by UC campus. For details, see <u>videoconference room rates</u>