

Dillard University
Will W. Alexander Library
Videoconferencing Guidelines

Videoconference facilities are available in the Distance Learning Lab located on the second floor of the Will W. Alexander Library. The seating capacity is 40. The system can handle both IP and ISDN protocols.

How to Request

Scheduling must be coordinated through the Office of Business Services (816-4205). Priority will be given to:

- Dillard/Colorado Project
- Library programming
- Dillard University Programs
- Dillard University Related Programs
- Non-Dillard University Events

The room is equipped with a polycom videoconference camera, documents camera, VCR, LCD projector and screen.

Levels of Use

- Videoconferencing
- Teaching/Presentation
- Meetings

Note: An ITT technician must be available for videoconferencing. Users must be certified to use the equipment through ITT.