



Rizzo Guide to Virtual Meetings

Overview

Rizzo has meeting rooms with fully integrated AV systems that offer everything you need to connect your team for a Virtual Meeting:

- Web-Based and CODEC Based platforms.
- High Speed wired and wireless connections which offer up to **1GB download and upload speeds** that provide a high definition audio and video experience.
 - Note: for the best quality Virtual Meeting, we recommend you utilize our hardwired ethernet connections which offer a more consistent and reliable connection than you would experience wirelessly.
- Integrated AV credenzas equipped with a PC, confidence monitor, laptop connections, hard wired ethernet access for a laptop and microphones.
- Built in high-definition PTZ (pan/tilt/zoom) cameras available for customizing room views.

We also offer more intimate, office like spaces to host a Virtual Meeting where you can either use your laptop to connect to your team or we can provide all the equipment you need to meet virtually. Please note that when using a laptop to connect to a Virtual Meeting you will not be connected to our integrated cameras and microphones.

Contact your Event Planner to schedule a virtual meeting for your event.

Types and locations for Virtual Meetings

Web-Based Virtual Meetings

This is the most common type of Virtual Meeting and utilizes an internet browser and a user-based account such as Zoom, Skype, WebEx, Adobe Connect, etc. The user logs into their account and controls the virtual meeting from within their meeting room using the Rizzo Center computer or their own laptop. A dedicated Rizzo technician can assist with a Zoom account or support during the meeting if needed. Please contact your Event Planner for availability and pricing.

CODEC Based Virtual Meetings

CODEC-based Virtual Meetings utilize specialized hardware to connect with another site that has compatible hardware. A dedicated Rizzo technician **must** control CODEC-based calls from the Control Room, so additional labor fees will apply for this type of Virtual Meeting. Most clients do not have the necessary equipment to do this type of call, so it is the less common type of Virtual Meeting scheduled. To schedule this type of call at Rizzo, we will need know if we are to initial the call or receive the call. If the call is initiated at Rizzo, we will need the CODEC IP address of the other site. If we are receiving the call, the other site will need our CODEC IP address.

Please contact your Event Planner for availability and pricing.

To book a Virtual Meeting at Rizzo

- A technical sheet of recommended system requirements can be provided to share with your IT team or attendees upon request.

For Web-Based calls:

- 1) The client will need to let their Event Planner know what platform they will use so the information may be included on the event order.
- 2) The facilitator log-in information or hyperlink for the scheduled call should be sent to the Rizzo Center as soon as it is known, even if it is after the event order has been finalized. This is especially important if the client is using their account from the Rizzo PC. Connection information must be available the day of the call in order for the Rizzo technician to assist with initiating the call.
- 3) The client will need to identify who will run the call in the room (facilitator, on-site contact, etc.) or if they need to schedule a Dedicated Technician to run the call.
- 4) A test call at least 48 hours prior to the scheduled call is highly recommended.
- 5) For phone-based audio in conjunction with a Video call, the setup and usage procedures for audio conferencing apply. Contact your Event Planner for details.

For CODEC-based calls:

- 1) The client will need to give their Event Planner the receiving site's CODEC IP address if calling out from a Rizzo room. If Rizzo is receiving the call, the Event Planner will give the client the IP address to share with the remote site.
- 2) A technician is required to launch the call who will check in periodically throughout the day to make sure all is still functioning.

- 3) The client will need to identify who will run the call once it is launched or if they need to schedule the Dedicated Technician for the duration of the call to run the presentation.
- 4) A test call at least 48 hours prior to the scheduled call is required.

Minimum system requirements for video conferencing

- An internet connection – broadband wired or wireless (3G or 4G/LTE)
- Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
- A webcam or HD webcam - built-in or USB plug-in
- Or, a HD cam or HD camcorder with video capture card

Supported operating systems

- macOS X with macOS 10.7 or later
- Windows 10
Note: For devices running Windows 10, they must run Windows 10 Home, Pro, or Enterprise. S Mode is not supported.
- Windows 8 or 8.1
- Windows 7
- Windows Vista with SP1 or later
- Windows XP with SP3 or later
- Ubuntu 12.04 or higher
- Mint 17.1 or higher
- Red Hat Enterprise Linux 6.4 or higher
- Oracle Linux 6.4 or higher
- CentOS 6.4 or higher
- Fedora 21 or higher
- OpenSUSE 13.2 or higher
- ArchLinux (64-bit only)

Supported tablets and mobile devices

- Surface PRO 2 or higher running Win 8.1 or higher
Note: For tablets running Windows 10, they must run Windows 10 Home, Pro, or Enterprise. S Mode is not supported.
- iOS and Android devices
- Blackberry devices

Supported browsers

- Windows: IE 11+, Edge 12+, Firefox 27+, Chrome 30+
- Mac: Safari 7+, Firefox 27+, Chrome 30+
- Linux: Firefox 27+, Chrome 30+

Processor and RAM requirements

	Minimum	Recommended
Processor	Single Core 1Ghz or Higher	Dual Core 2Ghz or Higher (i3/i5/i7 or AMD equivalent)
RAM	2GB	4GB

Notes:

- Dual and single core laptops have a reduced frame rate when screen sharing (around 5 frames per second). For optimum screen sharing performance on laptops we recommend a quad core processor or higher.
- Linux requires a processor or graphics card that can support [OpenGL 2.0](#) or higher.

Bandwidth requirements

The bandwidth will be optimized for the best experience based on the participants' network. It will automatically adjust for 3G, WiFi or Wired environments.

Recommended bandwidth for meetings and webinar panelists:

- For 1:1 video calling:
 - 600kbps (up/down) for high quality video
 - 1.2 Mbps (up/down) for 720p HD video
 - Receiving 1080p HD video requires 1.8 Mbps (up/down)
 - Sending 1080p HD video requires 1.8 Mbps (up/down)
- For group video calling:
 - 800kbps/1.0Mbps (up/down) for high quality video
 - For gallery view and/or 720p HD video: 1.5Mbps/1.5Mbps (up/down)
 - Receiving 1080p HD video requires 2.5mbps (up/down)
 - Sending 1080p HD video requires 3.0 Mbps (up/down)
- For screen sharing only (no video thumbnail): 50-75kbps
- For screen sharing with video thumbnail: 50-150kbps
- For audio VoiP: 60-80kbps

Recommended bandwidth for webinar attendees:

- For 1:1 video calling: 600kbps (down) for high quality video and 1.2 Mbps (down) for HD video
- For screen sharing only (no video thumbnail): 50-75kbps (down)
- For screen sharing with video thumbnail: 50-150kbps (down)
- For audio VoiP: 60-80kbps (down)