



Product Bulletin / 02/2010

Symetria Conference Service

Symetria successfully deploys for conference services its own conference infrastructure since 2001. Please find below an overview:

- **Multipoint Videoconferences** for 3 – 48 participants through ISDN and/or Internet
- **Audio conferences** with extended functionalities for conference control – also in mixed environment with videoconferences
- **Recording of Telephone- and Videoconferences** – Access to the recorded data via streaming- or download link, optional conversion of file formats
- **Live Streaming of conferences** – Also combinable with other conference services
- **Gateway Connections** from Internet to ISDN (bi-directional)
- **Videoconference room rental** – Symetria has a worldwide network of tested videoconference rooms



Services and Prices

CONFERENCE SERVICE	CHF/H	EUR/H
VIDEOCONFERENCE PARTICIPANT ISDN H.320 UP TO 384KBPS	80.00	55.00
VIDEOCONFERENCE PARTICIPANT IP H.323	60.00	40.00
AUDIOCONFERENCE PARTICIPANT	18.00	12.00
INTERNET TO ISDN GATEWAY VIDEOCONFERENCE (1x IP, 1x ISDN)	90.00	60.00
RECORDING OF CONFERENCES	180.00	120.00
LIVE STREAMING VIA INTERNET, MAX 20 PARTICIPANTS	320.00	213.00
VIDEOCONFERENCE ROOM RENTAL NATIONALLY AND WORLDWIDE	> 250.00	> 167.00

Terms and conditions

- The reservation can be cancelled free of charge up to 24 hours prior to conference start. Otherwise the scheduled conference time will be invoiced.
- VC services are calculated and charged per minute
- As of 100 conference hours/month a volume discount of 10% will be granted.
- In case of dial-out connections – Symetria establishes the connection to the participants – the connection costs will be charged additionally (Swisscom list price plus 5% administration fee).
- Pricing in CHF or EUR excl. 7,6% VAT for Swiss customers.
- Customer will be invoiced monthly with detailed information about each conference.



How can I order Symetria Conference Services?

To order Multipoint Videoconference please provide following information:

1. Date, time and duration of upcoming Videoconference;
2. Complete IP or ISDN numbers of the Videoconference system for each site;
3. Phone number of contact person for each site.
4. Send all information to conferencing@symetria.ch, by fax: +41 52 354 59 10; +41 22 796 42 12 or +41 52 354 59 00.

Description of the individual conference services

Single services may be combined individually in one conference. For example, it is possible to hold one conference with video and audio participants and in the meantime present an online presentation through the internet.

Unified services for audio- and videoconferences

Each conference has a standard dial-in number for all participants. You may also book a permanent dial-in number for all conferences free of charge.

Conference access by participants and chairpersons may optionally be protected by a password (via DTMF functionality using the touch tones of your telephone or remote control of the videoconference system).

Each participant can activate following functions through DTMF:

- Volume adjustment;
- turn off own microphone (mute);
- notify chairperson, that there is a question to ask;
- vote (the chairperson has to set-up a voting session); etc.

As a chair you have even more options to control the conference through DTMF functions or through the internet, such as:

- Check on connected attendees (Roll Call);
- change conference entrance password;
- lock and unlock conference for additional participants;
- mute or unmute all attendees (except for the chair himself);



- start and work out a Q & A session;
- conduct a voting session; etc.

The conference may be scheduled and reserved by telephone, e-mail or internet. Optionally, it is possible to start a conference automatically without prior scheduling as soon as participants dial into the conference (meeting rooms). Symetria is anxious to provide enough capacity for meeting room conferences. The set-up of such a meeting room is optional and free of charge.

The service is of disposal independent of the used network – ISDN, telephone (POTS) or internet. For the conference access scheduled participants may be validated through their ISDN or telephone number (it is necessary that the sending of the own number/CLID is not disabled).

Optional service for videoconferences

It may be chosen from various different video layouts, according to the requirements or amount of participants. Furthermore, this can be done by telephone instructions to Symetria or via direct videoconferencing involvement of an operator of Symetria. The alternative useful function “auto video layout” changes the layout automatically due to the number of participants.



Image. 2 of 28 varieties of layouts (Continuous Presence)

Sending and receiving PC presentations in high resolution is also supported by multipoint connections.

Technical information and basic conditions in regard to the pricing:

- ISDN H.320 and IP H.323 participants are supported / test for attendees is free of charge
- Mixed audio- and video formats
- Support of the state-of-the-art audio algorithm for best audio quality
- Mixed bandwidth as of 128kbps up to more than 1Mbps (higher bandwidths are available on request.)
- Dial-in and/or dial-out to participants
- Additional ad hoc participants – also telephone attendees – may be connected during the conference



Recording of Telephone- and Videoconferences

Telephone conferences and videoconferences, but also single participants (speeches) can be recorded on request. After the conference you will receive a streaming or download link via email. (further possibilities on request). Video formats can be converted into any required format (price on application).

Live Streaming of Videoconferences

In case it is necessary to have a larger number of participants, streaming may be used. Compared to a normal conference participant, a streaming participant is only able to watch the conference, is incapable of action and imperceptible for all normal conference participants.

Videoconferencing room rental

Symetria has a worldwide network of tested videoconference rooms in different sizes, which can be rented hourly or daily. We are happy to support you with temporarily installations at any place – e.g. at exhibitions or customer presentations.

Internet – ISDN Gateway conferences

For point-to-point connections with an Internet based to an ISDN videoconferencing system, our Gateway service is of assistance. The establishment of the connection is possible in both ways.