As previously announced, the Faculty of Graduate and Postdoctoral Affairs has purchased a videoconference system which will be used to link with External Examiners when conducting PHD oral examinations.

The system will be installed in room 502 Tory and we will require that the system where the External Examiner participates from meets certain standards so it is compatible with Carleton's.

The Carleton unit is a Polycom HDX8000-720 and it connects via IP using the H.323 protocol.
External Examiners must have access to a system that is H.323 compliant and also connects via IP.

Skype (and many software based videoconference programs) are **not** H.323 compliant. It should be stressed to the External Examiner that they should make arrangements to participate from their Institution's videoconference facility rather than expect to connect using their office computer and a webcam.

Please ask the External Examiner to provide you with the following technical and contact information relating to the site they will participate from so we can confirm compatibility and conduct a test connection prior to the oral examination.

Off-Site Details
*Denotes mandatory fields

*Name and Location of Institution _____

Videoconference System _____

IP Address _____

Maximum Transmission Speed _____

*Technical Contact Name _____

*Technical Contact Phone Number _____

*Technical Contact E-Mail _____

Trouble Phone Number in Conference Room _____

*Name of External Examiner _____

*External Examiner's Phone Number _____

*External Examiner's E-Mail _____

*Date and Time of Videoconference _____

Availability for Test Connection _____

Here is the technical information relating to Carleton's Videoconference equipment in 502 Tory that you may be asked for, and the contact information for the technical support staff.

Videoconference System: Polycom HDX8000-720
IP Address: 134.117.113.45
Trouble Phone in 502 Tory: 613-520-2600 ext. 2093

Technical Contacts:
Bernie Esau 613-520-2600 ext. 1538   Tim Cathcart-Black 613-520-3817
Bernie_Esau@Carleton.ca   Tim_Cathcart-Black@Carleton.ca