

# DATA QUALITY INSTITUTE

## MEETING ROOM SETUP AND REQUIREMENTS

Day 1: June 7, 2011

### General Session Webcast:

Please identify an appropriately sized auditorium that will accommodate the number of people attending the DQI at your respective site.

- Classroom or boardroom style setup, depending on the size of the group
- 1 LCD projector or plasma screen to display PPT presentations and video
- 1 set of audio speakers if you're using an LCD projector to connect to laptop
- 1 desktop/laptop for receiving the webcast via the internet
- Internet access for the desktop/laptop

### Webcast Technology Requirements:

	Microsoft Windows	Apple Macintosh
<b>Minimum Requirements</b>		
OS	MS Windows XP, Windows 2003, Windows Vista, or later	Apple Macintosh OS X version 10.4.8, or later
Browser	Microsoft Internet Explorer® 6.0 SP1 or later, Mozilla Firefox ® 2.0 or later, or Google Chrome 1.0	Apple Safari™ 2.0.4 or later (Safari 3.0.4 or later recommended) OR Firefox 2.0 or later
Media Player	Windows Media Player 9.0	Microsoft Silverlight 2.0 or later
Connection	900 Kbps sustained connection	900 Kbps sustained connection
Firewall ports opened	TCP/80 outbound for video streaming. TCP/21 outbound to upload slide images and on-demand video files	TCP/80 outbound for video streaming. TCP/21 outbound to upload slide images and on-demand video files

To view the webcast, the following ports may need to be opened on the viewers' firewall: TCP/80, TCP/1755, UDP/1755, TCP/554, and UDP/554. Additionally, streaming media over port 80 should be enabled on the viewer's computer.

*Note: Remember to configure pop-up blockers to allow site pop-ups. Otherwise, presentations will not appear.*