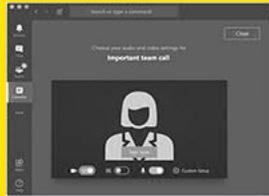


NOW!! These EY collaboration tools can be part of the same video meeting. Ask your coordinator for details.¹



Teams video

Teams is quickly becoming our global communication tool for instant messaging, online meetings and viewing the availability of our colleagues. You can make video calls to other EY users and some clients (using Skype), enhancing your communication and decision-making across borders. With Teams desktop and mobile, it's quick and easy to enhance your conversations and meetings by adding video.

[Click here for more information on Teams](#)



Video conferencing

Video conferencing allows end-users to conduct virtual face-to-face meetings and encourage collaboration between colleagues and clients using a range of readily available hardware and connectivity solutions. From Skype video to conference room systems, video conferencing provides a time and cost-effective alternative to in-person meetings.

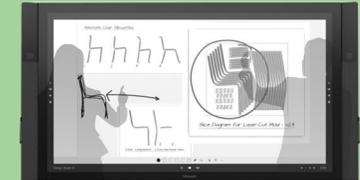
[Click here for more information](#)



Immersive Video

Using big screen, high quality video in dedicated rooms across EY, Immersive Video provides a unique and truly immersive virtual meeting experience. With participants sitting around a specially designed physical table, and with people appearing 'life size' on screen, Immersive Video offers the look and feel of an in-person meeting - as if people are actually in the room with you.

[Click here for more information](#)



Microsoft Surface Hub

Surface Hubs let you control meeting content by both mouse and touch-enabled gestures, including an infinite whiteboard surface. Participants can bring their own laptops to present/work on documents and presentations. It's integrated with Skype for Business, Teams and the full Microsoft Office suite, which allows both voice and video and the sharing of new/changed meeting content.

[Click here for more information](#)

When to use

- As part of a scheduled online meeting
- To turn an instant chat into a video conference
- If all EY participants have Teams video service
- Number of participants: Up to 250 people², globally (in-office limits may affect access for some users)

When to use

- For meetings of a more formal nature or format
- For the assurance of scheduled and confirmed equipment at all participant locations
- If 'producer assistance' is desired before and/or during a meeting
- If participants are located inside EY, an outside location (client/pursuit/vendor) or a mix of the two
- When multiple types of video systems need to be used (room, desktop, webcam, Immersive Video, Skype)
- If there are any telephone participants
- Number of locations: Up to 10 locations

When to use

- Important internal and external executive, team and client meetings where a sense of 'being in the same room' is critical to the meeting's success
- Engagement pursuit
- If there is geographically cost-effective access to an EY Immersive Video room
- Number of participants: 6-18 people per Immersive Video location (depending how each office is configured)
- Number of locations: any mix of up to 5 locations/system types (room, desktop, webcam, Immersive Video, Skype)

When to use

- If the meeting requirement focuses more on collaboration than visual communications
- To collaborate with clients and vendors
- Client presentations/engagement pursuit
- When access to internet content is needed for the session
- With or without a Teams call (i.e. room only)
- For infinite whiteboard functionality with subsequent email distribution of its contents
- For large screen display of a participant's PC

How to use

Select 'Turn camera on' at the start of the call or, once started, on the Meeting Toolbar

How to reserve

[Contact your local video conference coordinator](#)

How to reserve

[Contact your local Immersive Video coordinator](#)

Note: Leadership and Senior staff may receive reservation preference in some locations

How to reserve

Follow [these easy system and room reservation instructions](#)
([Click here](#) to see an EY Surface Hub directory)

Recommended video conference solutions based on common meeting needs

Key: Teams video Video conferencing Immersive Video Surface Hub Internal meeting Internal and External meeting

NOW!! Skype video, video conferencing and Immersive Video can be part of the same video meeting. Ask your coordinator for details.¹

Scenario Name	Scenario Details	Recommended solution(s) and comments			
		Teams video	Video conferencing	Immersive Video	Surface Hub
Small internal meeting	<ul style="list-style-type: none"> 3-6 EY attendees Different offices/locations 	✓	✓		✓
Medium internal meeting	<ul style="list-style-type: none"> 2-8 EY locations Some locations/participants have access to video conferencing hardware 	✓ [Skype only, if including video conferencing hardware]	✓ Any mix of desktop, room, Skype and Surface Hub systems		✓
Medium internal/external meeting	<ul style="list-style-type: none"> 2-8 EY and non-EY locations All locations have access to video conferencing hardware 	✓ [Skype only, if including video conferencing hardware] For internal and external participants Up to 250 participants ²	✓ Any mix of desktop, room, Skype, Surface Hub and Immersive Video systems ³	✓	✓
Large internal meeting	<ul style="list-style-type: none"> 40+ EY attendees 8+ offices/locations 	✓ [Skype only, if including video conferencing hardware] Up to 250 participants ²			
'High Touch' internal/external meeting	<ul style="list-style-type: none"> 2-8 EY and non-EY locations Pursuit, client and team meetings where immersive interaction is beneficial/required 			✓ Any mix of desktop, room, Skype, Surface Hub and Immersive Video systems	
Collaboration-focused meeting	<ul style="list-style-type: none"> EY and non-EY locations Working session meetings where whiteboard and Office content mark-up and creation plus webcam video conference capability is beneficial or required 	✓ [Skype only, if including video conferencing hardware] Practical working group should be 8-12 participants			✓ Adds touch gesture and digital pen workflow for use on Office documents and whiteboard ⁴
For video conferences with more than 250 people, contact Meeting & Event Services to discuss your options					

¹ Maximum of 12 participants for a mix of all video technologies. For more information about this feature, see [this ServiceNow article](#).

² 250 is the default number of participants for Teams meetings. The default number for Skype meetings is 200; to increase that to 250 participants, the organizer (i.e., the person whose name is/will be in the meeting link) needs to send a request to the Help desk. Include the meeting date and the name of the ServiceNow group for this request: 'Skype Operations'.

³ Immersive Video meetings should contain at least two Immersive Video systems; otherwise there is no high quality benefit for any of the participants.

⁴ The Surface Hub can interact with PCs, and is not limited to hub-to-hub calls.