



# Virtual Meeting Management

## Equipment Requirements

The equipment you require to hold a virtual meeting on Microsoft Teams depends on the size of your room and the number of attendees. Equipment listed has been hyperlinked to the relevant online store.

Meeting Size	Desktop	Smart Device	<u>Monitor with built in webcam &amp; microphone</u>	<u>Laptop</u>	<u>Jabra microphone &amp; speaker</u>	<u>Webcam with microphone</u>	<u>CHAT 150 Speaker**</u>	<u>2 x CHAT 150 Speakers**</u>	<u>Expansion Kit**</u>
Up to 3	✓	✓	\$320.65*			\$199.65*			
4 to 10	✓			\$2121.13 + \$60.57 Month*	\$254.10*		\$709.00*		
11 to 15	✓			\$2121.13 + \$60.57 Month*			\$709.00*		
16 or more	✓			\$2121.13 + \$60.57 Month*				\$1,539.00*	\$229.00*

\*Prices & products listed are correct as of 21/09/2020, however, are subject to change.

\*\*CHAT 150 speakers and Expansion kit can be ordered via procurement by logging a [workstation quotation request](#) through the Info Service Centre.