Unified Communications & Collaboration
NIH Center for Information Technology

Update 12/10/20

	Use Case Examples	Meeting Spaces		Collaborators		Meeting/Event Attendance					Type of Meeting/Event Interaction		Closed Captioning		Lobby	Breakout Rooms	Instructions and Resources	Resources Links
		Viewer	Presenter	Internal	External	1-25	25-250	250-500	500-1,000	1,000+	One-way	Interactive	Yes	No				
NIH Skype for Business	Internal meetings; interviews; one-on- one calls	Skype	Skype	✓		☑	✓					✓		✓			To learn more about Skype for business, visit the Skype Meeting Instructions or AskIT Knowledge Base.	Skype Meeting Instructions AskIT Knowledge Base
Webex (If you are hosting a meeting/event, you need an account. No account is needed for participants.)																		
Webex Personal Rooms	Meetings without advance scheduling;	Webex, Skype	Webex, Skype, Video Endpoint	✓	✓	☑	✓								✓	✓	· You can use Webex for dial-in conference calls. For more information, visit the Webex Meeting Instructions or Webex Information page.	Webex Information page
Webex Meeting Center	Large-scale meetings up to 500 attendees; team/office meetings	Webex, Skype	Webex, Skype, Video Endpoint	✓	✓	✓	☑	✓				✓	✓		✓	✓	· To request an account, submit an NIH IT Service Desk ticket.	NIH IT Service Desk
Webex Event Center	Large-scale meetings up to 1,000 attendees; seminars; town halls	Webex	Webex, Skype, Video Endpoint	✓	✓	✓	✓	☑	☑			✓	✓				· To request closed captioning, visit the UCC Event Support page.	UCC Event Support
Webex Training Center	NIH trainings; breakout sessions (place attendees in small groups)	Webex	Webex	✓	✓	✓	☑	✓	✓			✓	✓			✓		
NIH VideoCast Events Produced by NIH Events Management	Direct addresses; lecture series; town hall; large addresses	NIH Videocast	NIH Conference Facility	✓	✓	✓	✓	✓	✓	☑	✓		✓				· Contact NIH Events Management to schedule a VideoCast.For more information, visit the VideoCast FAQ page. · Live feedback	NIH Events Management
NIH VideoCast Hybrid Events Produced by NIH Events Management		NIH Videocast	Webex, ZOOM, Skype, Video Endpoint, NIH Conference Facility															VideoCast FAQ page.
Zoom																		
Zoom Meeting	Meetings without advance scheduling;	ZOOM		✓	✓	☑	✓	✓				✓	✓		✓	✓	· ZOOM is currently only endorsed by NIH	ZOOM Guidance page.
Zoom Webinar	Meetings without advance scheduling;	ZOOM							✓	☑		✓	✓					
Microsoft Teams	Internal meeting, Group Chat, one-on- one calls, file sharing;	Microsoft Teams		✓	✓	☑	✓					✓	✓				. To collaborate on files and meet with NIH colleagues through chat, voice, and video calls	AskIT Knowledge Base