



In the interest of saving time, fuel and money, teleconferencing and web conferencing capability is available to KDADS employees. KDADS uses the current vendor on contract with the Kansas Department of Administration. The vendor for both types of conferencing is Intercall.

Definitions:

Teleconferencing uses a telephone and only audio.

Web conferencing is used to conduct live meetings or presentations over the Internet. In a web conference, each participant sits at his or her own computer and is connected to other participants via the internet for the video portion of the conference and it is integrated with a teleconference call for the audio portion.

All Commissions and Divisions are assigned an Intercall account. The following detailed information is located on the KDADS Intranet web site by clicking on the Teleconferencing or Web conferencing link under the Policies and Procedures region.

- Who to contact to obtain an Intercall account.
- Who to contact to obtain a current Intercall account information within your Commission or Division.
- How to initiate a teleconference.
- How to initiate a web conference.

Both types of conferences charges are applied per minute, per conference participant. Use the, Excel Teleconference Plan and Cost Estimate for Teleconferencing Session form located as a template within Excel or on the KDADS Intranet web site under the Forms region for estimating costs of your planned conference call. You will need to obtain your Supervisors approval for the charges and notifying the Accounting and Financial Management Division of the expected expense and which KDADS account to charge.

The violation of any provision of this policy may result in possible disciplinary action pursuant to K.S.A. 75-2949 et seq.