FIU Reservation-less Conference Calling

Faculty and Staff that would like to initiate a conference call may use the Reservation-less Voice Conference Service. This service offers on-demand conferencing, allowing users to initiate a conference call 24 hours a day, 7 days a week - without the need to make a reservation. The conference call will have no time limits, and each call can handle up to 125 participants.

A conference call meeting can be initiated by simply dialing a permanent number and entering a conference code. The conference call chair has the ability to view and manage participants through a Web interface, which can be used to mute and/or disconnect individuals or the entire group. For enhanced security, users will be able to provide an authorization code, in addition to the conference code.

The costs for this service are as follows:

- $35 one-time charge payable to UTS via ID Transfer (this covers the cost to setup the conference service)
- $0.04025 per minute, per participant.

For example: A 30 minute conference call with 10 participants dialing in would cost $12.08 (10 participants x 30 minutes x .04025/min).

These charges would appear on the user’s monthly phone bill and would be associated with the conference code.

To request a Reservationless Conference code, please contact the UTS Support Center online at uts.fiu.edu or by calling 305.348.2284.

For more information please reference the FAQ’s below.
FIU Conference Calling - Frequently Asked Questions

**Q:** Do I have to pay $35 each time I initiate a conference call?
**A:** The $35 fee is a one-time setup charge; this is for the permanent conference bridge(s) that will be assigned to the department. From then on, each department will only get billed per usage.

**Q:** Will every individual person need their own conference bridge?
**A:** Individuals do not need their own conference bridge; however, each department can decide to either share the conference bridges or assign to specific areas/individuals.

**Q:** Is there a limit to how many conference bridges a department can request?
**A:** There is no limit to the amount of conference bridges that a department can request.

**Q:** What are the costs associated with this service?
**A:** A $35 one-time charge to setup 1-5 bridges and $35 for 5 additional bridges. For example: A department that requests 7 conference bridges would need to submit an ID transfer for $70 for the initial setup of the bridge ($35 for the first 5 and $35 for the remaining 2).

Once the bridge is assigned, the only additional charges billed would be per usage, at $0.04025/per minute/participant.

**Q:** How will I get billed for this service?
**A:** An ID transfer is required for the one-time cost to setup the conference bridge. These charges, as well as any charges associated with the use of the bridge, would appear on your department’s monthly phone bill available at [http://utsbill.fiu.edu](http://utsbill.fiu.edu).

**Q:** If 10 people are in a room and dial-in to the conference using one speakerphone, will we get billed for 10 participants, or one participant?
**A:** In this example, you would only be billed for one participant. Participants are counted by the number of phone numbers that dial into the bridge, not the amount of people on the line.

**Q:** Can I also use the Conference feature on the FIU telephone to conference more people on the line?
**A:** Yes. Your FIU telephone allows for 6 callers on a conference line. In addition, you will only be billed for one phone number calling into the bridge - even if you have 6 people on the line.

**Q:** How many people can I have on a single conference call?
**A:** 125 (including the conference call chair).

**Q:** Can I schedule multiple conferences at the same time on the same bridge?
**A:** No. Only one conference can take place at a time on the same bridge.
Q: What happens if my department only has one bridge and several people want to schedule calls?
A: Someone within the department would need to be responsible for scheduling the conferences to avoid conflicts.

Q: If I do not use the conference bridge, do I have to pay anything?
A: Besides the one-time setup fee, departments will only be charged if the conference bridge is used.