



What Questions Should I Ask When Setting Up a Deposition or Meeting?

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Discovery Conference Centre

San Diego is known for its beaches, zoo, and weather – a perfect city to calendar a board of directors meeting, specialized computer training, or a deposition of an expert witness. The Discovery Conference Centre was built for such meetings. If you are a headhunter and need to interview a potential candidate for a new position, and the candidate lives in a remote location, use videoconferencing to save time and money – no need for a flight until the candidate has been initially vetted via a videoconference.

Expert witnesses and doctors like to testify after-hours so their practice is not interrupted. Our court reporters and videographers are available 24/7 to record the testimony. Using teleconferencing and videoconferencing equipment once again allows for the saving of time and money by parties.

Here are some key questions to ask when setting up a meeting room so you are not surprised by unexpected costs, and you have a facility that meets your needs:

1. Does the meeting room and/or conference center supply water and coffee/tea service? If so, is there a cost?
2. Does the meeting room and/or conference center supply wireless internet connectivity? If so, is there a cost?
3. For a videoconference, do you have a dedicated T1 line to ensure excellent quality of the video and audio?
4. For a teleconference, do you have a dedicated number for our meeting or deposition? If so, what is the cost per minute for all of the participants?



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5. For my presentation, do you have the technology to amplify my laptop's speaker phones so everyone in the room can hear?

6. For my deposition, can you provide a court reporter and/or legal videographer that will stay past normal business hours if necessary to get the deposition completed?

7. What is the cost for the videoconferencing facilities after normal business hours?

Coffee service, wireless internet access, and the logistics of a meeting room are key elements to a successful meeting that is within your budget. Know the questions to ask before you set up your meeting. We wish for you a successful meeting every time.



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