

Notice

Date: September 19, 2011

To: General Authorities and the following leaders in
Areas outside of Utah North, Utah Salt Lake City,
and Utah South: Area Seventies; Stake, Mission, and
District Presidents; Bishops and Branch Presidents

THE CHURCH OF
JESUS CHRIST
OF LATTER-DAY SAINTS

From: Office of the Presiding Bishopric
Information and Communications Services Department (1-801-240-4357)

Subject: Availability of Personal Video Conferencing

A computer-based video conferencing service, personal video conferencing, is available to Church leaders to reduce the burdens of travel by allowing face-to-face interaction between leaders without having all participants in the same location. (Personal video conferencing is not currently being offered in the Utah North, Utah Salt Lake City, and Utah South Areas, because the intent is to benefit those leaders who are located long distances from each other.)

Personal video conferencing technology uses low-cost web cameras and microphones which connect to a computer to enable video conferencing over the Internet. The enclosed reference guide provides details about using personal video conferencing.

Personal Video Conferencing Reference Guide

What is personal video conferencing?

A new computer-based video conferencing service, provided by the Church and available to priesthood leaders across the world,* that can be used to reduce the burdens of travel by allowing face-to-face interaction between leaders without having all participants in the same room (see *Handbook 2: Administering the Church* [2010], 17.2.2).

Who can use personal video conferencing?

Leaders authorized to use the system are Area Presidencies, Area Seventies, temple presidencies, mission presidencies, MTC presidents, stake and district presidencies, high councils, bishops, branch presidents, and auxiliary presidencies, secretaries, and clerks associated with these leaders.

Do I have to use personal video conferencing?

Using personal video conferencing is optional. It is provided by the Church to reduce the burdens of travel some leaders may face.

Who pays for the equipment?

The service uses low-cost web cameras and microphones connected to a priesthood leader's own laptop or desktop computer to make video conference calls. If they choose to use this technology, local priesthood leaders in wards and branches are responsible to acquire the necessary hardware from the Local Unit Budget Allowance (LUBA).

Where can I purchase a web camera and microphone?

Web cameras and microphones can be purchased at most stores that sell computers and computer accessories. They can also be purchased online from trusted retailers. (Estimated cost is between \$100 and \$200 US.) See sample pictures below of a web camera, speaker, and microphone.** Many new computers have built-in web cameras.

How do I get started?

To begin using personal video conferencing, a priesthood leader should use his web browser to access <http://pvc.lds.org> and click on the **Request an Account** link at the bottom of the page. Training materials may be found by clicking the **How to Use** link at the bottom of the same page. Training materials are available in English, with additional languages to follow soon.

* Personal video conferencing is not currently being offered in the Utah North, Utah Salt Lake City, and Utah South Areas because the intent is to benefit those leaders who are located long distances from each other. Priesthood leaders in the Utah areas who need to use video conferencing can request access by calling 1-801-240-HELP.

**



Example of web camera



Examples of speaker and microphone