



# IVC (Interactive Video Conferencing) Scheduling Procedures

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To attend an IVC (Interactive Video Conference/Meeting), you, the attendee, must make the proper arrangement with the Broadcasting Agency/site (other ESD, ODE, or whomever is hosting the meeting), and schedule to proper room at the ESD:

You will need to check the room calendar in Outlook for room availability.

Two rooms are available: Classroom 2 at the Redmond Ed Center, and the IVC Workstation in Room 206 at the Bend Ed Center. Calendars for both are viewable in Outlook.

If the room is available you will need to:

- A. Schedule the room in Outlook, then
- B. Inform the broadcasting agency/site that you are scheduled, and give them the E164 number for IVC location you will be using. Also, get a contact telephone number for the day of the conference in case there is a technical problem and you need to call them to reconnect or resolve a technical problem

ESD Admin office in Redmond (Classroom 2): **43015** (IP address 198.237.43.15)

ESD Admin office in Bend ( IVC Computer station): **44067** (IP address 198.237.44.67)

**Check with the broadcasting agency about special needs for the meeting. You may need to make copies of handouts, or have a computer or telephone available during the meeting. Contact ESD Desktop support for any equipment needs. You are responsible for any snacks and for leaving the room clean after the meeting.**

General procedure on day of conference:

- For Classroom 2 in Redmond , the monthly schedule, which is updated as necessary, is printed and posted on the outside of Classroom 2. Shelley Knutz will set out the microphones and turn on the TV when the conference is about to start. The Broadcasting agency dial's in to our Tandberg IVC unit 10 to 15 minutes before the conference begins. If not connected 5 minutes before the scheduled time, let Shelley know.
- For the IVC computer station in Bend, contact either Steve Prull or John Allen to receive an orientation on running the station before your conference is scheduled. Arrange for one of them to be available for troubleshooting on the day of the conference.

If problems occur:

- Redmond: there is a sign posted by the Tandberg unit as well as instructions next to the microphone placed on the table. If there is an initial video or audio problem, Shelley will telephone the agency that created the connection between IVC sites).
- Bend: Steve Prull or John Allen will be able to assist, per your prior arrangement.