

How far ahead do I need to schedule?

The Video Conferencing Team prepares the Video Conferencing calendar one week in advance. For simple, one-to-one video conferences, one week notice is sufficient.

For more complex Video Conferences, Statewide Grand Rounds for example, ITS requires at least four week's notice.

If your Video Conference involves a non-certified site (a sites that has not been tested in the past), four week's notice is also required. (A list of certified sites is on the front page of the Video Conferencing web site.)

It is YOUR responsibility to reserve the appropriate conference room for your meeting in GroupWise. The Video Conference Team will not reserve conference rooms for you.

If you have an impromptu need for a Video Conference, please contact the Video Conference Team Leader (Matt Fleming) as soon as possible. If he is not available, contact the DFM HelpDesk and they will connect you with another Video Conference Team member for assistance.