How to Schedule a Video Conference

Reminder: **YOU** are responsible for reserving all conference rooms - both at your site and at other sites

1. In GroupWise, verify that the conference room you want to use is available for the Day and Time of your meeting - then reserve the room

2. From the Inside DFM page, select Administration - Information Technology Services
3. On the right-hand side, click on the Schedule a Video Conference link

4. Fill out the form - here is an example:

**Video Conferencing Schedule Request Form**

Remember to check the GroupWise Video Conferencing and Conference Room Calendars for availability.

Please provide at least 5 business days notice prior to meeting date.

**Event and Contact Information**

- **Event name:** Very Important Meeting
- **Event coordinator:** Emily Testing
- **Email:** Emily.Testing@fammed.wisc.edu
- **Phone:** 608-263-1155

**Conference Originating Location**

- **Originating Location:**
  - Alumni Hall-Mendota Room
  - Alumni Hall-Monona Room
  - Alumni Hall-Wisconsin Room
  - Augusta
  - Baraboo
  - Beloit
  - Eau Claire
  - Fox Valley
  - Northeast
  - Verona
  - Waukesha
  - West
  - Other - Provide contact information below

If you select Other - please provide contact name, phone number, and email address
Check Video Conferencing to remote location needed

Choose all locations that will participate in your meeting

If you have a need to connect to a site not listed above, please provide contact name, phone number, and email address.

Keep in mind that non-certified sites will require at least a three week lead time.
Indicate the meeting date

Start time and End time

Will your presenter or leader need to show a PowerPoint, web page, or other document from a computer? Check Yes

Identify any additional equipment that will be used

Any requests such as non-standard start times, recurring meeting dates, etc.

5. Submit your request.

This form will be delivered to the Video Conferencing Team. You will receive a reply email when your conference has been scheduled on the Video Conferencing Calendar in GroupWise.

On the Inside DFM home page there is a current, two-week Video Conferencing Calendar that is updated quite frequently. Here is the link for this calendar:

https://inside.fammed.wisc.edu/documents/3619

Please contact a Video Conferencing Team Member if you have a special request or additional questions:

Kathy McCain - Team Leader - Kathy.mccain@fammed.wisc.edu
Matt Fleming - matt.fleming@fammed.wisc.edu
Chester Small - chester.small@fammed.wisc.edu