



# Interactive videoconferencing

## Help sheet

### 6: Booking a videoconference

Book your videoconference sessions as far ahead as possible to facilitate good planning and assist with time table co-ordination at remote sites.

#### Booking the session

**For general information about booking suites or meeting rooms across Monash, see the videoconferencing webpage:**  
[www.its.monash.edu.au/staff/videoconf/](http://www.its.monash.edu.au/staff/videoconf/)

When booking, you will be expected to supply:

- Date, start and end times
- Name and contact details of lead or conference coordinator (telephone & email)
- Title of conference
- Name of sites (including guest sites outside faculty where applicable)

Keep a record of contact names and numbers for the site(s) you are connecting to alongside your lesson plan in case of signal failure or the need to distribute last-minute documents.

Speak with the individuals (your 'team') you may need to rely upon during the session ahead of the conference.

#### Who is your team?

Your site videoconferencing team consists of:

- Lead lecturer/tutor
- Site facilitator (may be an academic staff member or a student)
- Site administrator (at each site)
- IT Support
- Education Support

You may not require the assistance of all these individuals each time you videoconference but it is useful to know who they are and their contact details.

#### Resources

Videoconferencing at Monash web page.  
Available at <http://www.its.monash.edu.au/staff/videoconf/>

Monash Videoconferencing Directory  
Available at <http://www.its.monash.edu.au/staff/videoconf/directory/index.html>

#### Point-to-point (your site with one other)

- Book your videoconference using your site's established booking procedures, including the room layout (if it is possible to change it).
- Confirm the videoconference session with each site well ahead of time and check that they have booked their videoconferencing facilities.
- Ensure that materials for distribution are prepared and delivered early to allow reading or preparation time ahead of the planned session.
- Request that site administrators check functionality of equipment in the hours leading up to scheduled start time.
- Organise for the far site be called in at least 5 minutes ahead of scheduled start time.

#### Multi-point (your site with more than one other)

- Only sites with higher capacity ISDN capability can facilitate multi-point videoconferencing.
- Give details of sites participating to the appropriate contact.
- Follow the dot points in the above 'point-to-point' guidelines.