Theme for November 08

To match the theme of "getting to know your VC environment" in getting started, this month's theme in learning and teaching is about what to know before you start.

Room

- Locate the venue in your institution
- Determine who controls the booking of the room and VC connection
- Establish whether you need special permission to use VC equipment and room
- Establish whether the VC connection is part of a wider network and the ramifications of this

Equipment

- Familiarise yourself with the equipment
- Don't be afraid to touch things as most actions can easily be reversed
- Introduce yourself to the technician responsible for VC and take notes when he or she demonstrates the equipment
- Get to know the various telephone numbers for technicians in all venues and keep them close (you will be surprised how valuable and reassuring these numbers are)
- Know the booking procedure
- Know IP addresses, or E164 numbers—ask the technician what these are

Starting up

Before the conference begins take a trip to the VC venue and familiarise yourself with the surroundings. Ask the technician to be there so he/she can help you to feel comfortable using the equipment. Move the furniture, where possible, to make the room as comfortable as your classroom. Start a notebook for VC and write down all important information given by the technician and those in charge of booking procedures, such as phone numbers, email addresses, IP addresses, time zones, etc.

Booking the VC connection: the official route
Booking procedures will vary across different institutions and your organisation may have a booking procedure, or you may be expected to make connections with your VC partners yourself. The examples provided below show how connections are booked at Aberystwyth University in Wales and Masaryk University in the Czech Republic.

This is what the booking information looks like for Aberystwyth University

Video Conference Suite is booked through the Hugh Owen Library, Penglais Campus
Location: D Floor

- JVCS Venue ID:
- IP Address: Contact us for this should you require a direct connection (is-vidconf@aber.ac.uk)
- Booking Address: http://www.info.aber.ac.uk/vidconf/booking.asap
- ISDN: Only through the JVCS booking service.
- A number to dial will be supplied on completion of the booking.
- Type of use: Teaching/Seminar/Meeting.
- Layout can be adapted.
- Equipment: IP Videoconferencing with networked PC, data projector, interactive whiteboard, DVD and Video recorder, document camera, confidence monitors, radio microphone, translation microphone and headphones via the Welsh Video Network Rhwydwaith system.
- Capacity: 15 Seats
- Room Telephone Number: (01970 ...

This is what the booking information looks like at Masaryk University

Please contact studovna@rect.muni.cz to book the VC connection.

- Please make sure you know the IP address of the contacted partner, the time of the connection and all the information necessary for a successful connection.
- Masaryk University Language Centre Video Conference Suite, Location: Rector’s Office, 5th Floor, Room 555
- IP Address: 147.251...
- ISDN: Contact studovna@rect.muni.cz if you need to connect by ISDN
- Type of use: Teaching/Seminar/Meetings/Presentations.
- Furniture layout can be adapted.
- Equipment: IP Videoconferencing with networked PC, data projector, DVD and Video recorder, document camera, radio microphone.
- Capacity: 20 Seats
- Room Telephone Number: (+42054949...
- Normal Hours: 7am-6pm (CET/CEST) or other if approved by the Rector’s Office staff.

http://users.aber.ac.uk/jpm/invite/practice.htm
- Normal Hours: Library opening hours — please check before booking
(http://www.inf.aber.ac.uk/locations/libraries.asp)
- Access: The confirmation e-mail needs to be printed out and shown at the Loans Enquiry Desk to gain access to the studio. You may also be asked to produce some form of identification e.g. library card.
- Once you have finished with the studio please inform the Loans Enquiry Desk staff.
- Access: As arranged with the VC suite staff.
- Once you have finished with the studio please inform the VC suite staff.
- We usually contact the VC technician who helps with the connection. The connection is dialled in with an IP number. This is a number dialled in through the VC equipment which connects one VC venue to another. The IP number looks like this: 123.123.12.123

Next installment: Dealing with anxiety

Adapted from "Methodology Quick Guide".

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