



## **“Who Does What:” A Videoconference Session Checklist**

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### **Hosting Library**

- Compile session information, including:
  - Start and End Time
  - Date
  - Title
  - Presenter’s Name(s)
  - Short Program Description (20 words or less)
  - Poster (if applicable, please use the RISE Poster Template)
  
- Provide the above information to your Library System HQ (designated booking contact)
  
- Promote the session in your community  
(see *Tip Sheet – Promoting Videoconferencing in Your Library*)
  
- Arrange for a test at least one week prior to the session (required only for External connections e.g. Royal Botanical Gardens)
  
- For programs with associated costs (e.g. Royal Tyrell Museum) be sure to arrange payment before the program, unless otherwise discussed
  
- Ask presenter(s) about any special needs (e.g. laptop)
  
- Prepare the room for the presentation  
(see *Tip Sheet – Room Setup/Session Preparation*)
  
- Distribute program evaluation forms (if using)

### **Library System HQ/Bridge Coordinator**

- Add programs/sessions to TANDBERG Management Suite (schedule the Bridge)
  
- Confirm program/session registration with Hosting Library
  
- Add programs/session information to RISE Website



- Add participating libraries upon request (until limit reached)
- Assist Hosting Library with tests, as required
- Be available for troubleshooting, if required (libraries are to contact their designated “troubleshooting” person [IT, RISE consultant, Bridge Coordinator])

### **Presenter**

- Provide connection information (i.e. dialing string) to Library System HQ or Hosting Library, if required  
(For sessions with more than one External connection please fill out the *RISE Videoconference Request Form*)
- Provide contact information for technical support at the External site (for External connections only)
- Arrange a mutually agreeable time to do a test with the Hosting Library and the Bridge Coordinator (for External connections only)
- Discuss and prepare session information with Hosting Library, including:
  - Date
  - Start and End Time
  - Title
  - Short Program Description (20 words or less)
  - Poster (if applicable, please use the RISE Poster Template)
- Advise Hosting Library of any special needs (e.g. laptop)
- Familiarize yourself with presentation room and videoconference equipment
- Review *Tip Sheet – For Meeting Facilitators/Presenters*

### **Participating Library**

- Find program/session on RISE Network website ([www.risenetwork.ca](http://www.risenetwork.ca))
- Email Library System HQ (designated booking contact), including the following program information in your email (be specific, as some sessions are part of a series):



- Date
  - Time
  - Title
- 
- Promote the program in your community  
(see *Tip Sheet – Promoting Videoconferencing in Your Library*)
  
  - Prepare the room for the program  
(see *Tip Sheet – Room Setup/Session Preparation*)
  
  - Share VC Etiquette tips with your patrons
  
  - Monitor the session to facilitate question period and troubleshoot
  
  - Distribute program evaluation forms (if using)

### **Library Patrons**

- Fill out program evaluation forms
  
- Practice appropriate videoconference etiquette  
(see *Tip Sheet – VC Etiquette*)