Guidelines for Managing UITS Video Conferencing Facility

Room Specifications
The video conference facility utilizes a Cisco Profile 52 with dual monitors. *Describe features.*

- Cloud conference bridge allows 11 remote participants
- Room capacity is 12
- Overhead projector
- Other pertinent information

Availability
The UITS video conferencing room (112a) is considered a shared facility and is not reserved for the exclusive use of UITS. This room is available for scheduling by any University department through the UAConnect.

The conference room shall be made available during normal business days between 8AM and 5PM. Conferences at other hours will require special arrangements.

Reservations
Reservation requests for this room are moderated by the UITS Administrative Team and all meeting requests through UAConnect require their approval before a reservation is accepted. Any reservation requests for this room must specify whether the meeting requires video conferencing equipment. *TBD - have the admins allocation VC meetings to a category 11*

Priorities
Priority shall be given to meetings that utilize the video conferencing equipment. Meetings not requiring video conferencing can be scheduled, but may need to be relocated or rescheduled if a video conference needs the facility.

This facility is be available to all departments for video conference use on a first-come, first-served basis.

Responsibilities
The meeting owner is responsible for the proper care of the video conferencing equipment and for general room clean-up following the meeting. Any damage to the equipment or facility will be billed to the meeting owners department. Training and assistance for the video conference equipment is available on request. *TBD*
Technical Problems During a Videoconference

During a conference, any technical problems encountered should first be directed to the room technical contact. If the problem cannot be resolved locally, specialized assistance is available for rooms covered by calling the UITS Network Operations Center at 621-2971.

Reporting

In order to monitor usage and project future needs, the UITS Administrative Team should maintain room usage data. This data is to include:

- Date, time, and length of conference
- Name/phone number and department of person requesting the service
- Other pertinent information about the meeting
- What equipment is utilized