



Overview

This document discusses the procedures for requesting and scheduling real-time communication systems such as web conferencing, text chat, live streaming, and video conferencing.

Scheduling a meeting with participants at a distance

If you determine that your participants should meet at a specific time for a short duration (usually no more than 120 minutes), you can schedule the use of the following systems:

Web Conferencing

- **System Name:** iVocalize
- **Common Uses:** Used for classes and administrative meetings to have group discussion, deliver PowerPoint presentations, display documents, and take tours of web sites
- **Features:** Real time, Multiple participant audio/video, text chat, whiteboard, screen sharing, session recording
- **Requirements:** Computer with Java enabled on browser, webcam and microphone, highspeed Internet access



- **Scheduling procedure:** Go to <http://calendar.georgefox.edu>. Go to the **My Requests** Space Preference section and select **VIR1** (30-participant capacity) or **VIR2** (20-participant capacity) in the **Specific Space** dropdown:

Space Preference:

Specific Space: **VIR 1**

Any Space In:

Other:

Resources:

NE - AV Cart		(Number)
NE - Boom Mic Holder		(Number)
NE - CD Boom Box		(Number)
NE - CD Player		(Number)
NE - Camcorder-Mini DV		(Number)
NE - Cassette Recorder		(Number)
NE - Conference Phone		(Number)
NE - DVD Recorder		(Number)

You will be given a confirmation of either Room VIR 1 with a seat capacity of 30 or VIR 2 with a seat capacity of 20. You will also be given login information for a moderator and participants.

When submitting courses to the Office of the Registrar, include the VIR room number (i.e. room location) and dates of video conferences using the **Course Submission Spreadsheet** in the **Notes/Comments** column. Contact Event Services for assistance on providing detailed instructions to participants on how to access the video conference room.

Text Chat

- **System Name:** Campfire
- **Common Uses:** Used for group discussion for classes and administrative meetings
- **Features:** Real time multiple participant, text messages post to a central location in the order in which they are submitted
- **Requirements:** Computer with Internet Explorer or Firefox browser, 56K or highspeed Internet access
- **Scheduling procedure:** Go to <http://calendar.georgefox.edu>. Go to the **My Requests** Space Preference section, and select **VIR CHAT** in the Specific Space dropdown list.

You will be given a confirmation and a web address for the chat room. When



submitting courses to the Office of the Registrar, include the VIR Chat room name (i.e. room location) and dates of chats using the **Course Submission Spreadsheet** in the **Notes/Comments** column. Contact the Hybrid Learning Programs office for assistance on providing detailed instructions to participants on how to access the chat room.

Live Streaming

- **System Name:** QuickTime Broadcaster
- **Common Uses:** Used for broadcast of public events
- **Features:** Real time one-way broadcasting via the Internet. Presentation site can be seen and heard, viewing sites cannot be seen or heard
- **Requirements:** Presentation site must have video camera, microphone, and computer with Broadcaster program and web address provided by IT. Presentation site must have high speed Internet. Viewing sites must have computers with QuickTime player and high speed Internet.
- **Scheduling procedure:** Submit an IMS Equipment Request Form for Live Streaming at http://www.georgefox.edu/offices/inst_technology/services/equipment-req.html.

This service requires training or an IT production person. It is available on a limited basis. You must provide a cost center number when requesting this service.

You will be given a confirmation if the request is authorized. You will arrange training and pick up of equipment or schedule an IT production person for Newberg and Portland events. You will be given a web address and access instructions to be distributed to all people/sites invited to participate as viewers.

You can also request live streaming service when you reserve a room.

Video Conferencing

- **System Name:** Polycom
- **Common Uses:** Used for administrative meetings. Not used for instruction to locations outside of our campuses because of the hardware limitations
- **Features:** Real time multiple-point broadcasting on a dedicated delivery system. Allows all sites to be seen and heard simultaneously



- **Requirements:** Must be located on the Newberg, Portland, or Boise campuses. All sites must have dedicated hardware and connection.
- **Scheduling procedure:** Go to <http://calendar.georgefox.edu>. Go to the **My Requests** Space Preference section, and select VID Conf Boise, VID Conf Newberg, or VID Conf Portland in the **Specific Space** dropdown list and enter the actual room that you would like to hold the meeting. On the Newberg campus, equipment is limited to the Hoover building. On the Portland campus, equipment is limited to the main (South) building.

If you reserved the room in advance and need to add the equipment, submit an IMS Equipment Request Form for Polycom video conferencing at http://www.georgefox.edu/offices/inst_technology/services/equipment-req.html. This service requires training or an IT production person. It is available on a limited basis. You must provide a cost center number when requesting this service.

You will be given a confirmation if the request is authorized. You will arrange training on how to operate the equipment or schedule an IT production person for the event. In Newberg, this request can only be “IMS Set-up” (i.e. equipment cannot be picked up by the requestor). In Boise, the equipment is left in the conference room. In Portland, the equipment is sometimes set up by Hybrid Learning Programs or Facilities.