Booking a Video Conference in Regent Building G17 and University Office Video Conference Suite

IT Documentation Team. Updated July 2015.

There are a number of video conference suites for general use at the University of Aberdeen Regent Building Room G17 (RG17), the University Office VC Suite and at Foresterhill.

The aim of this fact sheet is to help you through the booking process and ensure that you have all the information to hand before booking RG17 or the University Office VC Suite for a video conference. Guidance on using the RG17 facility is available in a separate fact sheet (Using the Video Conference facilities in Regent Building G17) and a sheet of helpful tips is also available in the suite. For advice and access to the Foresterhill facilities please contact Media Services on 43/7741, mediaservices@abdn.ac.uk

Video conferencing at Aberdeen is part of the JANET Vscene Conferencing Service. The facilities have provision for point-to-point or multi-point video conferences over IP (H323 & H239 (video and data)) or ISDN (2 or 6).

How to book

If you wish to use University Office VC Suite, you must first book the room with Room Bookings – contact roombookings@abdn.ac.uk or use Outlook to book the room. Once your room booking is confirmed, contact Media Services to book the video conference – contact details on page 2.

All other bookings, enquiries, modifications and cancellations should be made via Media Services.

You can also book RG17 by ‘inviting’ it to a meeting in Outlook; look for Room - Regent - G17 - Video Conference. However, you must still supply the required information as detailed opposite.

Bookings can only be made for conferences held from Monday to Friday between 8am and 5pm. For conferences outside these hours please contact Media Services for advice – contact details on page 2.

Information required for booking

The following is the minimum information required for booking:

- Contact details of person making the booking request (the booking contact), including phone number and email address
- Which suite on Campus (RG17 or University Office VC Suite)
- Title of meeting/video conference
- Date required
- Start time and Finish time
- Is the other site(s) an UK HEI? If ‘yes’, see a). If ‘no’, see b).
- Is it intended they use a PC or Mac (with camera, headphones and mic) to connect to our video conferencing system? If ‘yes’, see c)

a) Name of Institution(s) and Venue of each, as well as name of main participant(s).

b) Information about location(s), including IP or ISDN number, phone number, and name of technical contact with phone or email details.

c) If this is the method you/they wish to use then we will book the video conference through Janet Vscene Desktop Service. We will need to know the participant’s email address so that Janet Vscene can send them a link to join the video conference.

Who may book

Any University of Aberdeen member of staff may book a video conference. The person who books the conference is the booking contact.

Anyone wishing to book a video conference who is not a member of staff should contact Media Services (contact details on page 2) – facilities may be available at a charge.

You must have prior agreement from all sites involved before booking the conference, otherwise a hiring charge may be incurred.

For Janet Vscene booked video conferences there is only one booking contact for each conference and they may be from any site taking part. This person can book on behalf of all participating sites. The University of Aberdeen facilities may therefore be booked from another institute or organisation. Just as a member of staff at the University of Aberdeen can book suites at other HEIs.

You cannot act as the booking contact for a conference that does not involve the University of Aberdeen facilities.
• Multi-site?
  In a multi-site video conference, we can arrange 'constant presence' where a split screen shows all participating sites all of the time. Let us know if you require this function at time of booking.

*Multi-site* video conferences booked from the University of Aberdeen use Janet Vscene services.

If you do not have all the booking information to hand, you can contact Media Services to begin the booking process; but remember if we do not receive all the required information in due course, we cannot guarantee the video conference will go ahead.

**Before booking a conference**

You are advised to do some checking before requesting a booking.

Many sites have several video conferencing suites so it is important to determine which one you require. Even if everything is available, there is no guarantee that the conference can be accommodated due to limitations in networking bandwidth, so alternative dates/times are useful.

You may want to register as a user at https://vscene.jisc.ac.uk/jsp/li/li000.jsp

Use this site to:
- check for possible dates and times for your video conference.
- check availability of rooms at other HEIs.

**Access to the suites**

- University Office VC Suite is usually open.
- RG17 is normally kept locked. A technician will go along prior to your video conference to unlock the door.

**Booking Confirmation**

Confirmation will be sent to the booking contact by Janet Vscene when the video conference has been booked.

**Modifying a Booking**

It is possible to change booking information after the initial booking is made, e.g. adding or deleting a site, changing times, etc. Modifications to a booking can only be requested by the booking contact.

**Cancellation procedures**

Booking cancellations can only be requested by the booking contact.