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 others at **Foresterhill**.

The aim of this guide 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 guide (Video Conferencing: Using Regent 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.

The University of Aberdeen’s video conferencing is part of the 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).

These suites also have a pc, camera etc so you can use Skype for Business video conferencing.

**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 or arrange support if you need it – contact details at end of this document.

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 at end of this document.

**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.

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 conferences that do not involve University of Aberdeen facilities.

**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(room name), as well as name of main participant(s). Your colleague at the Institute should be able to let you know the Venue(room name) they will use.
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 Vscene Desktop Service. We will need to know the participant’s email address so that Vscene can send them a link to join the video conference.

- 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](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
- Book your own video conferences with Vscene

### Access to the suites

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

### Booking Confirmation

Confirmation will be sent to the *booking contact* by Janet Vscene when the video conference is 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*.

### Training

Media Services staff are happy to provide support and training for first time users of the video conferencing suites. You will be expected to operate the equipment for any subsequent video conferences.

### Contact Media Services

- by email: [mediaservices@abdn.ac.uk](mailto:mediaservices@abdn.ac.uk)
- by phone: +44 (0) 1224 27300