

## **Video Conference Reservation Process**

Polycom videoconferencing units are located in conference rooms 325 KH and 102A LH.

24 hours advanced notice is required for All Domestic Videoconferences  
72 hours advanced notice is required for All International Videoconferences

- Requesting party will reserve either 325 KH or 102A LH conference room using the college wide R25 room scheduling software.
- Note: only 325 KH can be used to connect to the (ICCNC) Iowa Community College Network Consortium for a videoconference.
- Requesting party will submit a SchoolDude ticket requesting Polycom videoconferencing equipment in reserved conference room.
- Technology Services videoconference representative will contact the requester for specific technical information.
- Technology Services videoconference representative will complete the videoconference technical form listing all the necessary technical information.
- Technology Services videoconference representative will conduct any pre-videoconference testing if necessary.
- Technology Services videoconference representative will conduct training sessions for individuals utilizing the equipment to get them familiar with its usage. This will allow for personnel to self-conduct their meetings in the future.