

SECTION II: VNS SCHEDULING PROCEDURES FOR IP VIDEO TO IP VIDEO SITES ONLY

The following steps are necessary to submit a schedule request to Video Network Services (VNS) for any conference that involves only IP Video sites wishing to use the Web Scheduler, i.e., multipoint conferences. Conferences that occur within eighteen (18) months from the date submitted may be scheduled.

1. One site accepts responsibility for scheduling conference(s) and becomes the **Requester**.
2. The Site Scheduler who assumes the role of **Requester** must:
 - **Determine the conference(s) date(s) and time.**
If the conference type is “Recurring or Series,” the Requester needs to ascertain if there are any conference dates between the start and end dates they will not meet. These “non-conference date(s)” should not be included in the scheduled conference.
 - **Determine conference(s) title.**
Conference titles are needed for easy reference and should define a group of recurring conferences or one-time events in a readily identifiable manner, i.e., Creative Writing. Please avoid abbreviations as much as possible.
 - **Contact all participating sites and get their permission.**
The Requester must contact all sites involved in the conference and get their permission to schedule their site.
 - **Verify that the participating sites have nothing else booked in their room.**
This is extremely important since some sites have dual video services (both NCIH and IP Video) and non-video activities in the same room. Usage on the NCIH Video network will NOT show up as a denial in the IP Video Interactive Web Scheduler. If the institution has more than one codec, always verify which site will be used, i.e., ITS Conference Room 1, ITS Help Desk.
3. Requester uses the VNS IP Video Interactive Web Scheduler to schedule conference(s). The VNS Interactive Web Scheduler is accessed via a link from the NCIH Web Site. Refer to Module 1.0 for scheduling instructions.
4. If a request is denied due to resource (time) conflict, the Requester may modify the conference format immediately.
5. If the conference is resolved, the VNS Web Scheduler will email notification reports to participants. The Notification Report lists actual conferences scheduled including dates of each conference, start and end times of each conference, and participating endpoints in the conference(s).

Modification and Cancellation Process

Anytime changes must be made to a scheduled conference, it is considered a modification. Examples of modifications are shortening/lengthening times and adding/deleting resources. To modify or cancel (delete) a conference, the Requester uses the VNS Web Scheduler’s Manage function. Refer to Module 2.1 for modification and cancellation instructions for future conferences.

The following steps are necessary to modify or delete a conference(s):

1. The Requester is the only one who can modify or delete a scheduled conference. Therefore, if a modification or cancellation is needed, a site must contact the Requester of the conference and she/he will submit the changes.
2. If the modification or deletion is resolved, the VNS Web Scheduler emails participants a notification report.