

Information for Site Coordinators

Site coordinators are critical to the success of the teleconference. You do not have to be a content expert or even familiar with the program content. What you do need, however, is a commitment to making the teleconference a fulfilling educational experience for your participants. You can do this by using the schedule, guidelines, and suggestions listed below:

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Teleconference Schedule

| | <i>Eastern</i> | <i>Central</i> | <i>Mountain</i> | <i>Pacific</i> |
|---------------------|-----------------------|------------------------|------------------------|-----------------------|
| Uplink & Testing: | 11:30 am - 12 noon | 10:30 am - 11:00 am | 9:30 am - 10:00 am | 8:30 am - 9:00 am |
| Broadcast Times: | 12 noon - 1:30 pm | 11:00 am - 12:30 pm | 10:00 am - 11:30 am | 9:00 am - 10:30 am |

Note: If your state does not observe daylight savings time, please adjust your schedule accordingly.

License Rights for Teleconference Broadcasts and Webcasts

Taping Rights

All subscriber receive sites may make one copy of each Library Learning Network teleconference in the series. The tape may be used only for on-campus viewing. Library Learning Network tapes may not be sold, rented, or submitted for use at off-campus sites.

Streaming Rights

Registered subscriber sites may view the program via streaming video for a period of sixty days after the teleconference through a closed campus LAN/WAN network only. Contact the Teleconference Coordinator, Cathy Russo, at **(800) 354-6587** for the URL.

Video Re-Broadcast Rights

Registered subscriber sites may rebroadcast the teleconference series on a closed, internal video distribution network only. The sessions may not be distributed (without permission) on other distribution systems like interactive video networks, the Internet, cable systems, other satellite

delivery networks, and related delivery networks. College of DuPage Press is happy to consider your requests for exceptions. Please call the Cathy at (800) 354-6587.

Purchase of Program Copies (DVD or Video)

DVD/VHS copies of the program are available to registered subscriber sites for \$20 per program. Simply send your request to: teleconference@cdnet.cod.edu or call (800) 354-6587.

Satellite Coordinates

- Are available approximately 1 week before each teleconference
- Links will be provided on the Web site; URLs will be e-mailed to registered sites
- Call (800) 354-6587 (800-3 LINKUP) for information

Satellite Uplink Times (½ hour before start of teleconference)

| | |
|---------------------|----------|
| Eastern time zone: | 11:30 am |
| Central time zone: | 10:30 am |
| Mountain time zone: | 9:30 am |
| Pacific time zone: | 8:30 am |

Please Note: If your state does not observe daylight savings time, please adjust your schedule accordingly. An early uplink time allows you and your technical support person to trouble-shoot any problems before the teleconference starts.

Questions? Contact the Library Learning Network

Before the teleconference: (800) 354-6587 (800-3 LINKUP—toll free)
(630) 942-3333 (FAX)

Day of the teleconference: (630) 942-4251
(630) 942-2788 (FAX)

Preparing for the Event

What Do I Do First?

- Print and photocopy educational materials
- Reserve your room and equipment
- Get technical backup

Photocopying Materials

- Program outline
- Summary
- Discussion questions
- Resources
- Evaluations

Physical Arrangements

- Reserve room and equipment
- Make sure room can hold equipment and participants
- Check room for cleanliness, comfort, and warmth before teleconference begins
- Check equipment before day of teleconference to make sure it is in good working order
- Check for phone, FAX, or e-mail access for participant questions

Seating

- Please provide seating with writing surfaces for your participants
- Make sure you have a seat for every participant

TV monitors

- Elevate monitors above the audience
- Keep the number of people viewing the teleconference to the lowest practical limit:
- No more than 1 viewer per diagonal inch of screen
- 19" screen means no more than 19-20 viewers
- Adjust monitors for picture quality, color, and brightness
- Multiple monitors show all look the same

Tech Support

- Arrange for a technical assistant to be available the day of the telecast to help with any problems
- Practice inputting the coordinates ahead of time
- Contact us with any technical support questions:
 - Before the teleconference:
(800) 354-6587 (800-3 LINKUP—toll free)
(630) 942-3333 (FAX)
 - Day of the teleconference:
(630) 942-4251
(630) 942-2788 (FAX)

Starting the Event

- Review any special procedures applicable to your viewing situation with participants before the program begins
- Ask participants to arrive one hour before the teleconference begins
- Greet the participants as they arrive
- Make name tags or have participants introduce themselves before the teleconference begins
- Distribute the educational materials
- Provide an overview of the teleconference:
 - Title
 - Topic
 - Speaker(s)
 - Basic outline
 - Review the discussion questions

Making the Event Interactive

Strengthen the educational impact of the teleconference:

- Address the specific needs and interests of your participants
- Call, FAX, or e-mail questions to the teleconference:
Phone: **(800) 281-4424**
FAX: **(630) 942-2788**
E-mail: UPLINK@cdnet.cod.edu
- Bring in local experts for post-teleconference discussions
- Arrange for a demonstration or tour related to the topic

Suggested Activities

- Provide a soft drink and snack, or have participants bring a brown bag lunch
- Discuss how to implement one or two ideas discussed in the teleconference
 - Pros and cons
 - Suggested modifications
 - Possible initial commitments
- Have participants create a short-term plan with a preliminary commitment to try out something new in their libraries
- Complete the evaluation forms and return to the Library Learning Network at:

College of DuPage Press
425 Fawell Blvd, Building H
Glen Ellyn, IL 60137-6599

Gathering Feedback

During the Teleconference

- Encourage participants to formulate questions
- Send us questions during the break:
Phone: **(800) 281-4424**
FAX: **(630) 942-2788**
E-mail: UPLINK@cdnet.cod.edu

After the Teleconference

- Encourage feedback and suggestions
- Provide participants with evaluation forms
- Fill Out the Coordinator Evaluation Form
- Return materials to Library Learning Network at:

College of DuPage Press
425 Fawell Blvd, Building H
Glen Ellyn, IL 60137-6599

Technical Support for Teleconferences

Tech Support Phone Numbers

- Before the teleconference:
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(630) 942-3333 (FAX)
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Troubleshooting Questions

- Is all of the equipment plugged in?
- Have you chosen the correct band?
- Have you input the satellite coordinates correctly?
- Have you turned on the TV monitor?

Getting Help at Your Site

- Please arrange for a technical assistant to be available the day of the telecast to help with any problems.
- Satellite uplinks occur 1/2 hour before each teleconference, allowing you and your technical support person to trouble-shoot any problems before the teleconference starts.

Questions? Contact the Library Learning Network

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