



TIPS ON ACCESS GRID MEETING LOGISTICS

To clarify what steps are involved in having a meeting over the Access Grid, we provide the following information as a guide.

quick checklist

- virtual venue assignment (if necessary)
- physical room reservation at your site (meeting space)
- node operator to run your meeting
- established way to disseminate information about your meeting to participating sites (i.e., mailing lists, online production plans)
- description of event
- teleconference call backup (if participants will be calling in or as a backup)
- all PowerPoint presentations or electronic files to be shared at meeting
- testing plans, dry runs

space

The company coordinating the meeting needs to reserve virtual meeting space (reservation) on the Access Grid. You need to simply fill out the online form or create an entry, depending on the venues server (scheduling system) you are using. Be sure to keep your entries current, whichever schedule system you decide to use.

place

For any event, you need a physical AG node (room) in which to have your meeting. Contact your AG node operator to confirm that this physical room reservation is set. Contacts and node operators are listed with AG node site information at www.accessgrid.org. It is a good idea to provide a one-line description of the meeting and the contact person.

node operator

You will need to secure a node operator for your Access Grid node. This key person can help manage and communicate among other participating AG sites for your meeting. Make sure you communicate exactly what is needed for your meeting.

sites

Identify the other AG nodes (remote sites) that are involved in your meeting. It is important to have tested and established AG nodes in place for any event. Extensive test plans are usually suggested for large-scale meetings. Quick audio/video checks of 15-30 minutes are all that is necessary for very small meetings. Check with your node operator for testing appropriate to your meeting.

call-ins

If any participating sites or attendees cannot attend in person and need to reach this meeting via phone, a routine teleconference call should be set up. Make your node operator aware of this information as soon as possible. Your administrative personnel should set up any conference call as an unattended tonein. (This type of call allows people to join the call without an operator announcing their name, thereby interrupting the mtg. Instead a tone will sound when any participant either connects or disconnects to the call.) This call will be patched into the audio system of the AG and broadcast to other sites, thereby "bridging" them in. (Be sure this process has been tested at the sites.) It is a good idea to put telecon information right on the AG Schedule entry information for ease, too.

visuals

Please talk with your node operator about all visual aids that are to be used in your meeting. If PowerPoint presentations will be used, it is a good idea to provide these a day or so before the meeting to all participating sites. Posting your files and/or agenda on a Webpage is best. Providing an online agenda with links to any ppts or electronic files (downloads) can help the flow of the AG meeting. Last-minute distribution or emailing of visual aids can be very difficult. However, Websites can be retrieved instantly through any browser during an AG meeting.

Distributed PowerPoint is currently the typical means used to "distribute" presentations. However, any *electronic* files (in Windows format) can be displayed as a visual aid for your audience on the Access Grid wall. Such shared files could be displayed locally at participating sites but will not be distributed. Overhead projectors or camera zooms of your local ppt are discouraged, because they cannot be displayed effectively. The final decision, however, is up to the discretion of the event coordinator.

Spend a little time talking to your AG support staff and getting comfortable with your surroundings.

Coordination, communication, and preparation are key. Check out the Access Grid Node setup in your company before the event :)

www.accessgrid.org

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