

**RESERVATION AND CANCELLATION OF MEETINGS AND
VIDEOCONFERENCES**

POLICY: It is the policy of NARBHA that consistent procedures are established and followed for scheduling and cancelling meetings and videoconferences.

PROCEDURES:

A. Conference/Videoconference Requestor Responsibilities

1. The NARBHA meeting requestor reviews the NARBHA Conference Room Calendar online to ensure there is room availability for the date(s) and time(s) they are requesting (at www.rbha.net).
2. The NARBHA meeting requestor completes the online Meeting Request Form (at www.rbha.net). An e-mail notification is automatically sent to the requestor and, in the case of a videoconference request, to the site coordinators linked to the selected sites, requesting that invited sites accept or decline the request using the web-based tools.
3. When a meeting requestor schedules a meeting within one business day of the meeting time, the meeting requestor is required to notify NARBHA Telemedicine Staff by telephone or in person to ensure that the schedule request is accommodated.
4. If there is a possibility that the meeting may run over the scheduled amount of time, it is the responsibility of the meeting requestor to schedule extra time at the end to allow the meeting to finish. Videoconferences will automatically disconnect at the end time specified by the meeting requestor. Conference rooms are assumed to be free at the end time specified by the meeting requestor.
5. NARBHA Telemedicine Staff schedules requested videoconferences in the videoconferencing bridge to include all confirmed sites. Sites that do not respond to the meeting invitation are considered to have declined the invitation. Sites that accept a meeting invitation within one business day of the meeting and that do not notify NARBHA Telemedicine Staff by phone prior to the meeting start time cannot be guaranteed connection to the meeting.
6. Whenever possible, NARBHA Telemedicine Staff schedules a half-hour pretest for each videoconference. Any presentations and/or peripheral equipment are to be tested by the meeting requestor before

or during this pretest period.

7. It is the responsibility of the meeting/videoconference requestor or the requestor's designee to invite meeting participants to the meeting and to distribute meeting materials/handouts/agendas.
8. It is the responsibility of the far-end videoconference participants to notify their Telemedicine Coordinator to reserve the videoconference room and to respond "yes" to the web invitation. It is the responsibility of the videoconference requestor/designee to ensure far-end participants are aware of this requirement.
9. It is the responsibility of the videoconference requestor or the requestor's designee to check the telemedicine website prior to the meeting to find out which invited sites have agreed to participate in the videoconference.
10. It is the responsibility of the meeting/videoconference requestor or the requestor's designee to request peripheral equipment (document camera, laptop connection, projector and screen, wireless mouse, DVD recording, etc.) a minimum of 24 hours before the meeting time. These requests can be made on the scheduling website, via email or phone, or in person to the NARBHA Telemedicine Staff.
11. It is the responsibility of the meeting/videoconference requestor or the requestor's designee to arrange for setup and testing of the peripheral equipment and/or presentation materials prior to the meeting start time.
12. NARBHA Telemedicine Staff email NARBHA meeting requestors to confirm their meetings. It is the responsibility of the meeting/videoconference requestor or requestor's designee to cancel scheduled meetings that are no longer needed. Requestors who repeatedly fail to hold meetings/videoconferences during their reserved dates and times will forfeit their reserved meeting rooms.
13. Anyone wishing to use a NARBHA conference room must contact NARBHA Telemedicine Staff to request use of the room, even if the posted room calendar shows the room is available. Persons using conference rooms without prior arrangements are subject to removal from the room.

B. Cancelling Meetings and Videoconferences

1. The NARBHA meeting requestor cancels the meeting/videoconference by informing the NARBHA Telemedicine Staff in person or by email or

phone. NARBHA Telemedicine Staff cancels the meeting using the www.rbha.net website; in the case of a videoconference, an e-mail notification is automatically sent to the requestor and the site coordinators linked to the selected sites, informing them that the meeting is cancelled.

2. It is the responsibility of the meeting requestor or the requestor's designee to notify meeting participants of the meeting cancellation.
3. When a meeting requestor cancels a meeting within one business day of the meeting time, the meeting requestor is required to notify NARBHA Telemedicine Staff by telephone or in person to ensure that the conference room is made available on the NARBHA Conference Room Calendar and, in the case of a videoconference, that the meeting is removed from the bridge and cancelled in the rbha.net website.

C. Changing Meetings/Videoconferences

1. The NARBHA meeting requestor submits a request to the NARBHA Telemedicine Staff in person or via email or phone to change the meeting (date, time, duration, invitees, description, etc.).
2. When a meeting requestor changes a meeting within one business day of the meeting time, the meeting requestor is required to notify NARBHA Telemedicine Staff by telephone or in person to ensure that the NARBHA Conference Room Calendar reflects the change and, in the case of a videoconference, that the meeting is removed from the bridge and cancelled in the www.rbha.net website.
3. NARBHA Telemedicine Staff changes the meeting via the online web tool. In the case of a videoconference, an e-mail change notification is automatically generated and sent to the site coordinators at the affected sites.
4. It is the responsibility of the meeting requestor or the requestor's designee to notify meeting participants of the meeting change.

- D. NARBHA staff is trained in the use of the online Telemedicine Request Form and the videoconference reservation and cancellation processes during the Telemedicine Orientation for new hires.

MONITORING:

The NARBHA Telemedicine Staff reports scheduling issues to the Director of Telemedicine. The Director of Telemedicine resolves scheduling issues with individual users.

