

# Did you say Meeting???

## INSTRUCTIONS:

1. Go to [www.rbha.net](http://www.rbha.net)
2. Go to the "**scheduling center**" (second button on left)
3. Go to "**request form**" in quick links
4. Enter your name and email address (always use the same email address; this is how the system keeps track of your meetings. Whenever you enter the site using your email address you will be able to view all meetings you have requested.)
5. Click on "**Request Video Meeting**" if you would like video connections. Click "**Request Non-Video or Audio Meeting**" if you would like a room without video hook-ups or a telephone conference call.  
NOTE: You can also view any meetings you have previously requested and the conference room calendar from this point.
6. Enter information in all required fields. (Be sure that when you select sites to invite you include a name or department in the Key Staff Participants field; this is a required field.)
7. If you would like a **specific room**, request it in the Comments field for videoconferences. For a non-video meeting, you can email [telemed@narbha.org](mailto:telemed@narbha.org) to tell us what room you would like or enter it in the subject line.
8. **YOU ARE DONE!** :) Good job!!!

## TIPS:

- **DO NOT ENTER MEETINGS HOSTED BY ANY SITE EXCEPT FLAGSTAFF.** (Can you guarantee that their meeting room is available?)
- BEFORE your meeting, inform Telemed staff if you plan to use special equipment (e.g., laptops, projectors, screens, wireless mouse, document camera).
- Be sure to reserve and check out laptops, projectors and screens at least a day before the meeting.
- Any outside laptops, disks, CDs, or flash drives must be scanned by the MIS department before you can connect them to NARBHA's equipment or network.
- Avoid surprises – Check here before your meeting to see who plans to attend.



- PROMOTE BEHAVIORAL HEALTH: Inform Telemed staff timely of cancellations or changes in meeting times or dates.
- Complete request forms within 30 minutes of opening or the meeting will not be saved on the website.