

Scheduling Procedures and Policies

Scheduling System

A web based scheduling package with permissions for everyone to view, but only for local site coordinators to modify the schedule for meetings and rooms. It might also provide for participants to indicate whether they would be willing to audio conference to the meeting.

Multi-point videoconference meetings

Meetings required to be scheduled through the bridge.

Point to point videoconference

Meetings scheduled through the bridge is optional.

Documenting Meetings

All videoconferencing meetings are to be documented. Documentation includes type of meeting, participating sites, number of participants at each site, equipment required, the length of the meeting, etc. The site coordinator is responsible for collecting information at this site.

Documenting meetings may be accomplished by completing a hardcopy form or an Internet form.

Priorities for Videoconferencing

General priorities for determining which videoconferencing meetings would take precedence are as follows:

1. Regularly scheduled MAG meetings
2. Executive meetings
3. Policy committee meetings
4. Technical committee meetings
5. First come first serve basis

More rules may not be necessary. Therefore, additional rules may be created as needed. If an issue cannot be resolved through these rules, an executive decision will be made by MAG management.

Options for Addressing Conflicts in Meeting Room Use

If the videoconference room at an end site is booked:

1. Consider changing priorities at the end site.
2. Audio conference
3. Go to neighboring jurisdiction and use its videoconferencing equipment
4. Drive to MAG