Online Meeting Adobe Connect Seminar Room Notification and Academic Booking Process

**Information**

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**Linking to the meeting room and recordings in i2**

**Information**

Staff wanting meetings with large groups of students or staff (without travel) may wish to use the Adobe Connect Large Online Meeting Seminar Room.

The Adobe Connect large Online Meeting seminar room:

- can accommodate up to 500 attendees in one meeting at any set time;
- frees up our concurrent meeting room licence (600 CSU attendees) for subject use;
- is included in our Adobe Connect Online Meeting licence;
- can be prebooked now for the rest of the year;
- can only be used for the instance (date and time) for which it has been pre-booked;
- can be prepared before hand by Hosts;
- sessions can be recorded and everything done in a normal subject Online Meeting room can be done in an Online Meeting seminar room (all the functionality of a meeting room);
- offers the plus of an engagement dashboard to monitor engagement;
- booking process will prefer early bookings and larger numbers of participants (> 30);
- needs to be pre-booked ahead of time following the booking process described below.

**Booking Process**

To book an online seminar room (for more than 30 and up to 500 attendees) academics/staff follow this process:

1. Open their outlook calendar and:

   ✓ check that the seminar room is available at the time scheduled for the meeting in the appointment. To do this
   
   - select “Invite attendees”.
   - add OnlineMeetingSeminar@csu.edu.au as an invitee
• select “Scheduling Assistant” to see if the time requested is available.

✓ book the meeting if the time requested is available

If the time required has already been booked it is up the academic staff to negotiate with the owner of the prior booking to see if it can be changed.

2. Ask for an Online Meeting Seminar booking (if the time wanted is available) by:

✓ requesting an Online Meeting Seminar Room Booking at https://online.csu.edu.au/de/dewrsc.sqt?run=Request&ltsunit=systemssupport&systemssupport=omroombooking

✓ providing information needed (*Indicates mandatory fields):

1. Name of Seminar*
2. Host/s*
3. Host/s email address/es*
4. Presenter
5. Date*
6. Time* – half hour increments
7. Duration* – half hour increments
8. Number of Participants* Maximum number of attendees {Host(s), presenter(s) and participants} cannot exceed 500
9. Purpose*
10. Term Code
11. Subject
12. Cohort
13. Room Name
14. Details (This might include details such as if the Host would like to reuse the same room and meeting url from one seminar time slot to another timeslot also pre-booked and the type of template required.)

The default room type templates are shown below:
Providing Hosts the meeting room url  
Responding to the SRS the Division of Student Learning staff will:

1. check the meeting calendar and if the requested time slot is:
   i. available accept the meeting into the Online Meeting Seminar outlook calendar and go onto step 2;
   ii. not available inform the Host by email.
      If the time required has already been booked it is up the academic staff to negotiate with the owner of the prior booking to see if it can be changed. This completes the process if Host does not change time.

2. go into Adobe Connect and create or reuse the new seminar room with:
   i. the information provided in the Service Request System at https://online.csu.edu.au/de/dewsrs.sqt?run=Request:
      eg.

<table>
<thead>
<tr>
<th>Job Id</th>
<th>051312</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name</td>
<td>Mlana Dunn</td>
</tr>
<tr>
<td>Contact Number</td>
<td>1244</td>
</tr>
<tr>
<td>Special Instructions</td>
<td>Testing with MDCs who will be managing the Online Meeting Seminar Booking Process</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:mdunn@csu.edu.au">mdunn@csu.edu.au</a></td>
</tr>
<tr>
<td>Area of Request</td>
<td>Learning and Teaching Systems Support</td>
</tr>
<tr>
<td>LBT Systems Support</td>
<td>Online Meeting (Adobe Connect) - Seminar Room Booking</td>
</tr>
<tr>
<td>Name of Seminar</td>
<td>Testing Online meeting Seminar Booking Process</td>
</tr>
<tr>
<td>Hosts names and email addresses</td>
<td>Mlana Dunn - <a href="mailto:mdunn@csu.edu.au">mdunn@csu.edu.au</a>, Kent Hiko - <a href="mailto:mhibi@csu.edu.au">mhibi@csu.edu.au</a></td>
</tr>
<tr>
<td>Date Requested</td>
<td>23/4/13</td>
</tr>
<tr>
<td>Time</td>
<td>12:00</td>
</tr>
<tr>
<td>Duration</td>
<td>0:30</td>
</tr>
<tr>
<td>Number of Participants</td>
<td>15</td>
</tr>
<tr>
<td>Purpose</td>
<td>Training MDCs in using Online meeting seminar booking</td>
</tr>
<tr>
<td>Campus</td>
<td>X</td>
</tr>
<tr>
<td>Details</td>
<td>Notify confirmation before 23 April</td>
</tr>
<tr>
<td>Urgent</td>
<td>Yes</td>
</tr>
</tbody>
</table>

   ii. the regular template unless one has been specified;

   iii. appropriate room access;
       (suggest select “Anyone who has the url for the meeting can enter the room”)
3. send an email to the Host with:

1. a note to advise that the seminar:
   - has been booked;
   - can only be used for specified date and time using the meeting url in the email;
   - Host will need to send out the invitation to Presenters and Participants

2. the text of the email invitation including the meeting url (and password if applicable) for the Host to copy and paste into an email or announcement to send out to Presenters and Participants.

Note: If there are any issues please log a DSL Service Request System request at https://online.csu.edu.au/de/dewsrsct.sqt?run=Request and a CSU Adobe Connect Administrator will make a decision.

Online Meeting support

✓ First time setup for CSU staff as Hosts (pdf)

✓ Online Meeting Adobe Connect Help for all Hosts and Participants is located at https://www.csu.edu.au/division/student-learning/home/technologies-for-learning-and-teaching/online-meeting#one

✓ Online Meeting Adobe Connect Staff facing page at http://www.csu.edu.au/division/dit/services/service-catalogue/for-staff/software-online-applications

✓ Online Meeting (Adobe Connect) Student Facing http://student.csu.edu.au/services-support/it-services/software-and-online-applications/online-meeting-adobe-connect

Linking to the meeting room and recordings in i2

Hosts can:
- link to the meeting room and to recordings in i2 by following the advice found in Re-using an Adobe Connect room in i2
- read the Setup information for first-time hosts
2016 Online Meeting (Adobe Connect)

CSU staff (and others) hosting meetings are advised that Online Meeting (Adobe Connect):

1. is widely used, especially on Monday, Tuesday and Wednesday nights between 6:00pm and 9:30pm. The current user licence is 600 concurrent users in total at any given time over all the CSU meeting rooms, with the exception of the seminar room.

2. seminar room licence can be booked now for any available date and time for any large meeting of up to 500 participants.

The seminar licence is for a single room. It can be booked by following the Online Meeting Adobe Connect Seminar Room Notification and Academic Booking Process at https://doms.csu.edu.au/csustaff/software-online-applications/online-meeting-adobe-connect

3. For Online Meeting:
   - Online self help see
     - Online Meeting Adobe Connect Staff facing http://www.csu.edu.au/division/dit/services/service-catalogue/for-staff/software-online-applications
     - Online Meeting Adobe Connect Help for all Hosts and Participants https://www.csu.edu.au/division/student-learning/home/technologies-for-learning-and-teaching/online-meeting#one
     - Online Meeting (Adobe Connect) Student Facing http://student.csu.edu.au/services-support/it-services/software-and-online-applications/online-meeting-adobe-connect

   - assistance you can:
     - phone the central enquires phone number 34274
     - use the DSL Service Request System at https://online.csu.edu.au/de/dewsrsc.sqt?run=Request