

Teleconferencing in the School -Policy	
Origin: School of Occupational Therapy	Location:
Developed:	Reviewed: June 1, 2007
Revised:	
Governing Authority: COW, Administrator	Date of Approval: December 4, 2008 COW
References:	
Corresponding Policy: *	

Responsibility of: Administrative Coordinator

Teleconferencing is available in the School for research meetings, school meetings, etc. Any teleconferences that are booked for research must be charged to a research grant which should be forwarded to the Main Office at the same time as booking the room and equipment.

Any teleconferences that are booked which are not school or grant related must be pre-approved by the School's Director, in advance before booking the room and equipment.

Students in the OCCU 6000 course may sign out room 208 in the School to conduct long distance interviews. They must book the room, sign out a key and retrieve a long distance sheet from the Receptionist to record the long distance charge. The key and long distance sheet must be returned to the Receptionist by the end of the day unless other arrangements have been made through their supervisor.

Teleconferencing in the School -Procedure	
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For 2 or fewer Participants (3 Total Including Caller)

Teleconferencing options depend a great deal on the number of participants on the call.

1. If you plan to call **2** sites, you can do this using the **LINK** button on your office phone.
 - Place the original call on hold by pressing **link**
 - Dial the number of the other party. After they answer, press **link** once to connect all three parties
 - For call-ins, check the front of the Dal phone directory for information.
2. You can also make use of Mercuri Teleconferencing Services from your office to contact more than 2 sites.
3. If you wish, you can also use the teleconference service outside of your office. **Room 205 is the recommended room for any meetings requiring teleconferences however calls can be placed from Room 322.** Calls can also be arranged from or to rooms 213 and 201, but this line needs to be activated beforehand. Ask for details about this alternative

For 3 or More Remote Participants (4 or More Including Caller)

If you plan to have **4 or more participants**, you will need to use the **Mercuri teleconferencing service**. This requires you reserve a time with the Student Support Secretary (8804)

1. reserve **Mercuri Teleconferencing Services**
*you may also need to book a room

Room Booking & Line Booking:

If there are several local people, you will probably want to book a larger room. Rooms 322 and 205 have active phone lines for this purpose

Rooms **201, 213, G54/55** all have a long distance line; **however this line is shared among all 3 schools in the Forrest building (Occupational Therapy, Nursing & Physiotherapy). You must book the room AND the line with the receptionist.**

If you are the only local participant, you can use your office phone. We also have a speakerphone and headset.

If you plan to use one of the larger rooms:

- **Check the TELECONFERENCE PROXY ON MEETINGMAKER** to see if there is a teleconference already booked for your proposed time.
- If free, then book a room, the line and any equipment that may be required with Receptionist or Technician.

Mercuri Teleconferencing Services Preparation

- Provide the date, time and duration of your teleconference. Only 1 teleconference can use the service at one time
- Provide the school with the grant number to charge the long distance charges to, or Director's approval for School to cover the costs.
- Send the dialing info for Mercuri to each of your remote participants (see Student Support Secretary)
- Since the school pays for any **pre-approved calls** using this service based on the number of callers, you are asked to encourage participants in the same location to group together and use a single line.