



## Scheduling Tips

### Organizing

If you have been given the responsibility to organize and invite people to a meeting that requires videoconferencing. Here are some helpful suggestions.

1. Use email to communicate as phone messages can be forgotten. When you do get phone messages, follow up with email. Having it in writing saves time and confusion. Copy your email to [utnsched@utahtelehealth.net](mailto:utnsched@utahtelehealth.net).
2. Identify the host site where the presenter will be.
3. Find out if the person who will conduct the meeting has a computer presentation.
4. List out the remote sites that need to be scheduled. If you know the names of the participants, include them in your list.

### Scheduling

Once the date and time have been confirmed and all sites have been identified, you will need to schedule the UTN videoconferencing bridge as soon as possible since scheduling the bridge does not actually schedule the conference rooms at each location.

View the [video calendar](#) of events

Schedule a [NEW Video Event](#)

As each site is scheduled, the U-TED database sends automated emails to a scheduling coordinator asking for the room and video equipment to be scheduled.

Keep the UTN scheduling office updated with any changes to the conference.