

FORM ONE: Scheduling & Documenting Meetings

OSC Name:		OSC Phone Number: (____) _____ - _____	
OSC Location:		Date of conference:	
Type of Conference:	<input type="checkbox"/> Point-to-point	<input type="checkbox"/> Video	
	<input type="checkbox"/> Multipoint	<input type="checkbox"/> Audio	
Start time of conference:		<input type="checkbox"/> am	Stop time of conference:
		<input type="checkbox"/> pm	<input type="checkbox"/> am
Time Zone:	<input type="checkbox"/> Pacific:	<input type="checkbox"/> Mountain:	Central: <input type="checkbox"/> Eastern: <input type="checkbox"/>

Identify participating sites, number of participants at each site, whether each site is certified or not and if meeting room is available:

Site	# of Participants	Certified Yes or No	Video or Audio Number To Dial	Meeting Room Available Yes or No

MEETING INFORMATION

Is it a MAG meeting or Non-MAG meeting (used for billing purposes):

Is a phone add-on needed? If yes please specify the name of participant and their phone number.

Are there any sites that have not been certified? (Contact information) If yes, see Form Four, Certification

Is a trained user available to provide teleconferencing assistance, if necessary? Please circle one. Yes / No

About how many miles round trip would you estimate were saved by video or audio conferencing for this meeting?

About how much travel time would you estimate was saved by video or audio conferencing for this meeting?

hours: _____ minutes: _____

Please Describe Any Technical Problems:

Signature _____ Date _____

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Form One is a multi-purpose Form for scheduling a meeting and documenting a meeting. To schedule a multipoint meeting, the Originating Site Coordinator (OSC) must complete Part I of Form One and send it via e-mail (rvshelp@mag.maricopa.gov) or by fax to 602 254-6490 to the HSC, 10 business days prior to a 10 or greater site multipoint videoconference, 5 days prior to a 5 site or less multipoint videoconference or two business days prior to an audio conference.

Form One is also going to be used for documentation. Having said that, the entire form needs to be filled out for any teleconferenced meeting so that the MAG Hub Site Coordinator (HSC) has documentation of that meeting. The OSC is responsible for completing Form One, when his/her site participates in a meeting. Form One must be kept on file with the OSC and a signed and dated copy e-mailed to the HSC within five business days of a meeting. This information will be useful in helping MAG to track usage, costs and any problems which may need to be resolved as per funding requirements.