



Planning Special Event Videoconferences and Live Video Streams

Trans-Texas Videoconference Network (TTVN)

Videoconferences and Live Video Streams - TTVN Definitions

Videoconference – An interactive two-way audio and video communications session between two or more sites equipped with videoconference systems. A videoconference is commonly used for meetings, classes, workshops, and seminars where participants are at several locations and need to fully and interactively participate in the event’s presentation, discussion, or Q&A.

Live Video Stream – A live one-way audio and video Internet broadcast originating from a videoconference-equipped room. A live video stream is commonly used for presentations and announcements where viewers are at many locations and only need to watch the event with a web browser on their computer or mobile device. Any videoconference can also be live video streamed. Live video streams may also be recorded.

Ready-to-Use Videoconference Rooms in College Station

There are more than 100 videoconference sites on the College Station campus. For a site list of all TTVN sites, see the TTVN web site at <http://ttvn.tamus.edu/sitelist>. If you are planning a videoconference or live video stream event and cannot locate a suitable videoconference room, please consider using one of the following general use rooms that are already equipped for videoconferencing.

Rudder Tower Room 601 – Seats up to 200 – There may be charges for audio and computer projection support for this room. Rudder Theater Complex staff supports this room. Reserve the room by calling 979-845-8904. Reserve audiovisual support at 979-845-8903. Reserve TTVN videoconference or live video streaming services at 979-862-2240.

Memorial Student Center Room 1403 – Seats up to 36 - Seats up to 200 – There may be charges for audio and computer projection support for this room. Rudder Theater Complex staff supports this room. Reserve the room by calling 979-845-8904. Reserve audiovisual support at 979-845-8903. Reserve TTVN videoconference or live video streaming services at 979-862-2240.

Moore (KAMU-TV/FM) Communications Center Room 101 – Seats up to 20 – There is no charge for use of this room for videoconferences or to originate live video streams. Reserve the room by calling 979-845-5611. Reserve TTVN videoconference or live video streaming services at 979-862-2240.

Moore (KAMU-TV/FM) Communications Center Room 105 – Seats up to 7 - There is no charge for use of this room for videoconferences or to originate live video streams. Reserve the room by calling 979-845-5611. Reserve TTVN videoconference or live video streaming services at 979-862-2240.

KAMU-TV Studios – Seat up to 100 - The two television studios at KAMU-TV are also available for videoconferences and live video streams. There are production charges for using the KAMU-TV video production facilities and staff associated with events in the studios. Charges are quoted per event. Discuss production charges and reserve the studios by calling 979-845-5611. Reserve TTVN videoconference or live video streaming services at 979-862-2240.

Special Event Portable Videoconference Systems

If none of the Texas A&M University campus Ready-to-Use videoconference rooms are suitable or available for your videoconference or live video stream, TTVN can provide a Special Event portable videoconference system and operator for any meeting room on the College Station campus for a fee which is specifically quoted per event. Rudder Auditorium, Rudder Theater, Rudder Forum, and other large campus venue videoconference/live video stream support fees are also specifically quoted per event.

TTVN requires a Texas A&M University account number to complete your Special Event portable videoconference system reservation. The account number must be provided to TTVN staff at least **one business day** prior to the event.

Please see the following list of special requirements for scheduling Special Event videoconferences and live video streams. Please contact TTVN Scheduling at 979-862-2240 if you have any questions.

Special Requirements for Rudder Tower Meeting Room Videoconferences

To assure the quality of your videoconference or live video stream, it is the responsibility of a representative of the organization hosting the event to complete all of the following requirements:

1. **Contact University Center Hospitality and Event Services at 979-845-8904** to reserve a room of an appropriate size for your event.
 - a. Be sure to tell the scheduler that your event will include a videoconference.
 - b. You **MUST** schedule the room use time to include at least:
 - **Two hours before** the start time of your event for TTVN equipment setup
 - **One hour after** the scheduled end time for TTVN equipment removal
 - c. Special room access arrangements for setup time may need to be made with the Hospitality and Event Services staff for events that start before 9:00am or on weekends.
 - d. If the two hours' setup time and one hour removal time is not available, please plan to use another room or modify the date and time of your videoconference event.

2. **Contact Rudder Theater Complex Event Production Technical Support at 979-845-8903** to schedule the following items for your videoconference:
 - a. Tell the scheduler that you are reserving support for a videoconference. There may be charges for audiovisual support based on the Rudder equipment and staff time used.
 - b. For all videoconferences and live video streams, you must schedule an **Audio Operator** from the Rudder Theater Complex staff to be in the room for the **entire** event to operate the microphones and room sound system.
 - c. You must schedule a **Wireless Lavalier (Clip-on) microphone** for the presenter. TTVN **requires** that every presenter use a Wireless Lavalier microphone to assure that they can always be heard by distant videoconference participants. A podium microphone alone is not sufficient.
 - d. If you will have a seated panel or round table discussion, you will also need to reserve at least **one desktop microphone for every two panelists.**
 - e. If questions or comments from the audience will be an important part of your event, you will also need to reserve **one or more floor stand microphones for audience questions.** The presenter or host will need to direct participants with questions or comments to use the floor stand microphones.
 - f. We **do not recommend** passing microphones from person to person, or having a facilitator hand carry a microphone to individuals wishing to speak.
 - g. If you need a projector and screen for a computer (PowerPoint) presentation, you will also need to reserve these items with Rudder Theater Complex. Rudder Theater Complex can also provide a laptop computer and other audiovisual equipment if needed.
 - h. If your computer presentation includes audio or video, please let the scheduler know.

3. **Contact TTVN Scheduling at 979-862-2240** to reserve the Special Event portable videoconference system and schedule your videoconference connections. TTVN staff will need:
 - Title and responsible party name/phone/email for your event
 - Date, exact start time, and exact end time of your event
 - Room number that you will be using
 - Other videoconference sites to be included
 - Do you want to record the event?
 - Texas A&M University account number for charges
 - Other special requirements

For more information, please see <http://ttvn.tamus.edu>

College Station Campus and Off-Campus Special Event Videoconference Events

TTVN can also provide a Special Event portable videoconference system for many other locations on the Texas A&M University-College Station campus and certain off-campus venues. Costs for on-campus and

off-campus special venue videoconferences are provided by specific quote and are dependent on event duration, equipment requirements, and number of staff required.

- **IMPORTANT:** Please contact **TTVN Scheduling at 979-862-2240** to discuss the event details **BEFORE** you contract with the venue for your event or publish the event date and time.
- Event duration and the amount of equipment and staffing will determine the total cost of videoconference production and technical support for an event.
- On and off-campus venues **MUST** be made available to TTVN staff a minimum of **two hours** prior to the start of the event for setup and testing. For events that start prior to 9:00am, setup time must also be reserved on the previous business day and arrangements made to secure equipment overnight.
- Off-campus venues **MUST** meet minimum technical requirements for high-capacity data transmission for videoconferencing. Not all venues will meet these requirements.
- Off-campus venues **MUST** also be made available for several hours during the week prior to the date of the event to enable TTVN staff to pre-test data and videoconference connections to assure connectivity.
- Additional costs may be incurred if TTVN staff must devote substantial time to resolve network or logistics issues at an on-campus or off-campus venue.
- If needed, TTVN staff can also recommend several potential off-campus venues that are already equipped for videoconferencing or have suitable network connections available.

Live Video Streams

A live video stream can be originated from any TTVN-registered videoconference room or by using a TTVN Special Event portable videoconference system. The same requirements as outlined above apply to live video streams.

Live video streams can stand alone or they can be the product of an interactive videoconference between two or more videoconference sites.

Live video streams are publically available on the TTVN web site at <http://ttvn.tamus.edu/streams>.

Live video streams can also be recorded for later on-demand playback. TTVN will provide a copy of the video file to the person responsible for the event.

Special Event Cancellations and Additional Charges

To cancel a Special Event videoconference event, please call **TTVN Scheduling at 979-862-2240 at least one business day prior to the event.**

Once TTVN staff members arrive on site for a Special Event (usually two hours prior to the start time of the event), all charges will be incurred. Charges will not be rescinded for late cancellations or for participant no-shows at the Special Event venue or at any other scheduled videoconference site.

Additional charges may be incurred if TTVN staff must provide additional equipment or services to meet unplanned day-of-event requirements.

For immediate technical assistance with any TTVN videoconference or live video stream, please call **TTVN Operations** at **(979) 862-2241**.