Interactive Video Network (IVN)

IVN, the University System of Maryland's Interactive Video Network, provides infrastructure for voice and video conferencing for University System of Maryland members and other educational institutions in the State of Maryland. IVN sessions use H.323 over IP, enabling live interactive distance education as well as teleconferencing for meetings and other academic and administrative events.

UMCES uses IVN as part of a green initiative to reduce the carbon footprint of its employees. Instead of regularly driving to the various UMCES labs across the state, faculty, staff and students connect to meetings and classes via IVN.

The Columbus Center has 4 IVN Units throughout the building and they are generally used for different purposes:

Room	Uses and Seating Capacity
2038- Multi Purpose Room "MPR"	• Large Room typically used for presentations, Seats Over 50 • Not Private- one whole wall is glass
2041- MEES Classroom "CC_2041_Main"	• Conference Room- Seats ~15 • During the Spring and Fall semesters, all MEES courses are held in this room • Private
G020- Board Room CC Mobile Unit "CC_Mobile"	• Slightly larger meetings, such as Board of Visitors • Somewhat private- doors are glass and in a higher traffic area of the building • 20-30 (Only 20 within camera range)
G-025 Conference Room CC Mobile Unit "CC_Mobile"	• Small Conference room, Seats 10 • Private- no windows or glass doors **This is the IVN unit you should request for most committee meetings and meetings involving confidential items**
3098- Conference Room "CC_3098"	• Small Conference room, seats 10 • Somewhat private, has glass windows used with blinds • Typically used for Lab meetings because it's on a floor with only labs and faculty offices

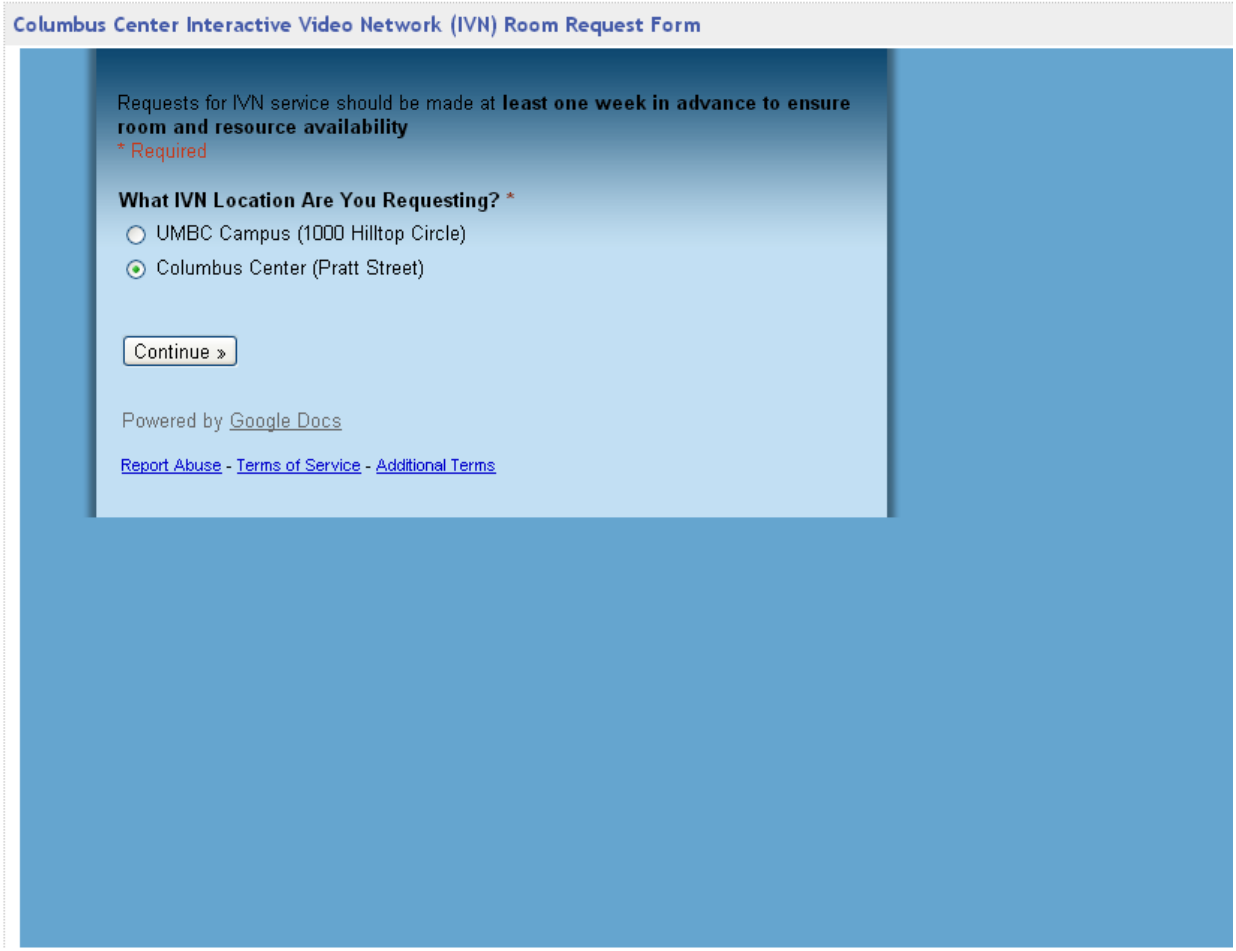
Columbus Center/IMET IVN users **do not** use the IVN reservation system (UMATS) directly. Instead, they submit requests to the UMBC Campus AV/IT department. The IVN Coordinator, Dave Souder, then uses the information provided in the request to make the reservations in the UMATS system. This is different from other UMCES locations, where administrators and IT staff have direct access to the UMATS system.

Respond to an IVN request from a faculty member, student, or another USM location

- When someone requests IVN for a meeting or event, use the table above to determine the best room for them to use IVN. If it is a meeting and it is the fall or spring semester, room 2041 will usually be reserved for courses that are taught over IVN
- Check the Google Calendar for room availability. Select a room and reserve it on the calendar
- Go to https://sites.google.com/a/umbc.edu/columbus-center-it/home
- Select "IVN Requests" from the left hand menu

IVN Requests

Check Room Availability



- Select Columbus Center and click Continue
- Select the Room/IVN unit for the meeting:

IVN Requests

Check Room Availability

- Fill out the form:

Check Room Availability

Columbus Center Interactive Video Network (IVN) Room Request Form

Interactive Video Network (IVN) Request Form

* Required

Event Details & Contact Information

Is this a repeating or one-time request? *

One-time Ad Hoc Request

Will you be hosting this session on-site? *

e.g. Will you be teaching (hosting) from this location or simply viewing from this location

- [x] Yes (I will be hosting/teaching)
- [ ] No (I will be viewing)

If you are hosting, please list the other IVN locations that will be connecting.

What other remote locations will be viewing your hosted Columbus Center session?

UMCES Horn Point Lab
UMCES Chesapeake Bay Lab
UMCES Appalachian Lab
UMES

What Date(s) Do You Need? *
e.g. Every Tues & Thur 1:00pm to 2:30pm Feb 1 to May 1 or One Specific Date and Time

4/26/13 10:00-12:00

Event Name *
e.g. Biology 101 or XYZ Presentation

SOP Sample

Contact Information Required

Please provide complete contact information so that we may process your request in a timely manner.

Full Name of the Host *
Person who will actually be using the room

Dr. Russell Hill

Contact Full Name (if different from Host) *
e.g. Name of admin assistant submitting request on behalf of someone else

Samantha Horn

Contact Email and Phone *
Please provide email and phone number

shorn@umces.edu
410-234-8839

NOTE- This is already reserved on Google Calendar, please enter the connection information into that room reservation

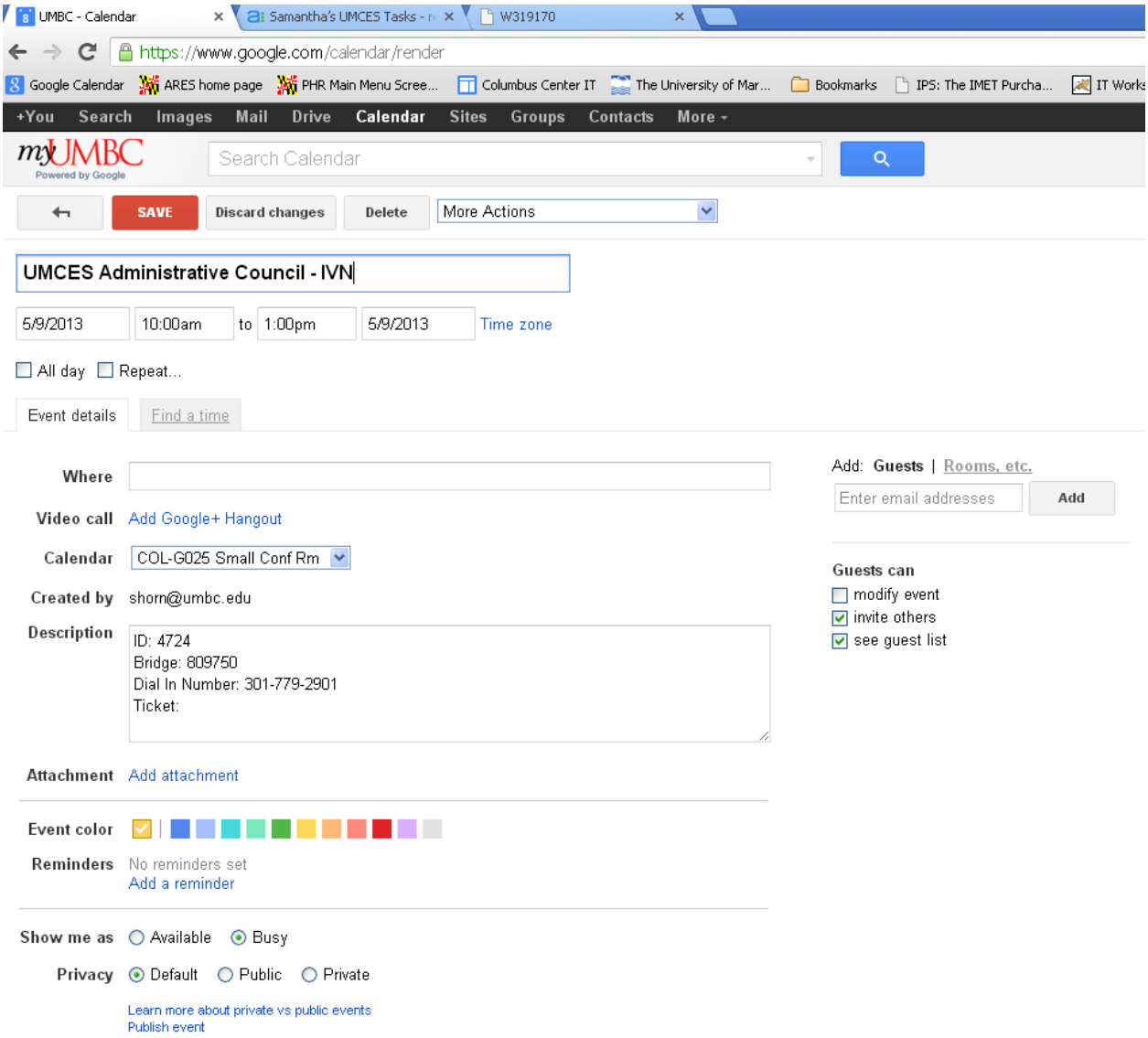
« Back Submit

Never submit passwords through Google Forms.

Powered by Google Docs

Report Abuse - Terms of Service - Additional Terms

If the room is already reserved on the Google calendar, describe that in the Contact Information box (See Above). Otherwise, the IVN Coordinator (Dave Souder) will reserve the room and add the IVN connection information to the Notes section of the Google Calendar reservation:



How to Schedule MEES Courses held over IVN (Per Suzanne's procedure sent in Spring 2012)

- MEES (Diana Owen) sends the course schedule directly to the Administrative Office and UMBC AV Staff member Dave Souder. Dave will take the email and submit the IVN requests to UMATS for the courses originating at IMET/Columbus Center for Rm 2041; IVN requests via the Columbus Center IT website do NOT need to be completed.
- Dave will also reserve Rm 2041 when the IVN session has been approved by UMATS, as he does for all IVN sessions.
- Dave will then email the Admin Office to let us know all the IMET originating classes have been scheduled by UMATS and the that Room 2041 has been reserved for each.
- For all the other MEES classes originating at other sites, Dave will receive requests from UMATS when the originating site submits their request to UMATS and confirm the session. He will then reserve Rm 2041 as well for all of these courses. If any courses overlap, the 2nd available room to be scheduled for MEES courses is G025 with the mobile unit. Please note, an IT ticket will

need to be submitted to inform IT that the mobile unit will be set up in G025 for each day/time this class is scheduled.

- Once all the courses listed in the email from MEES have been scheduled and confirmed for IMET/Columbus Center, Dave will send an email to Suzanne and Sam letting us know they are all scheduled so that we can send the information out to the teaching faculty.
- One Week before classes begin, print the Google Calendar for the work week, and the IVN connection information, and post on the door of the 2nd floor classroom.
- Email the IMET MEES Faculty their IVN Bridge information.