

Roles and Responsibilities

Hosting Library

- Compile session information, including:
 - Start and End Time
 - Date
 - Title
 - Presenter's Name(s)
 - Short Program Description
 - Poster (RISE Poster Template)
 - Recording (yes or no)
- Provide the above information to your Library System HQ (designated booking contact)
- Promote the session in your community
- Arrange for a test at least one week prior to the session (required only for External connections e.g. Royal Botanical Gardens)
- Ask presenter(s) about any special needs (e.g. laptop) and brief presenter on videoconference etiquette
- Prepare the room for the presentation
- Distribute and collect program evaluation forms (if using)

Library System HQ/Bridge Coordinator

- Add programs to TANDBERG Management Suite (TMS)
- Confirm program registration with Hosting Library
- Add program information to RISE Website
- Add participating libraries upon request (until limit reached)
- Assist Hosting Library with tests, as required

- Be available for troubleshooting/monitor the session

Presenter

- Provide connection information (i.e. dialing string) to Hosting Library, if required
- Arrange a mutually agreeable time to do a test with the Hosting Library and the Library System HQ (for External connections only)
- Advise Hosting Library of any special needs (e.g. laptop)
- Familiarize yourself with presentation room and videoconference equipment and videoconference etiquette
- Review tips for presenters

Participating Library

- Find program on RISE Network website (www.risenetwork.ca)
- Sign up on the RISE website by clicking the Sign Up link on the program description
- Promote the program in your community
- Prepare the room for the program
- Share VC Etiquette tips with your patrons
- Monitor the session to facilitate question period and to troubleshoot if necessary
- Count participants and record information for statistical purposes
- Distribute and collect program evaluation forms (if using)