

Hi Everyone,

I am writing to let you know that this year in the Department of Educational Research we are continuing with the opportunity for doctoral students to participate from a distance in Departmental Research seminars through desktop video conferencing software.

As last year, each seminar speaker will decide whether she or he wants to have their seminar made interactive through desktop video conferencing; therefore, some seminars may not be available.

What is Desktop Videoconferencing?

Desktop Videoconferencing is a feature available to registered users of the JANET Videoconferencing Service (JVCS). It allows users to participate in a booked videoconference from a PC or laptop. This feature uses the Tandberg software called ConferenceMe and permits a lecturer or teacher to chair a discussion from a regular videoconferencing venue (room) with several students who are using desktops and laptops at other sites or at home.

How will this work?

1. If you click on the link below to the forthcoming events section on the Department of Educational Research website <http://www.lancs.ac.uk/fass/edres/event/> you will be able to see a list of seminars for the academic year 2011-2012. This list is regularly updated as more seminar titles are added. The seminars available for doctoral student online videoconference participation are all part of the 'Seminar Series'. Please note that all seminars are on Wednesdays and will run **from 12:30 to 2:00 pm** (Lancaster time) unless otherwise stated.
2. Please note that the seminar schedule may be revised through the year to accommodate changes to speakers' schedules. You will receive updates on any changes.
3. As early as possible, go through the list of seminars and select the seminars you would like to attend via desktop video conferencing.
 - a. Please do not just 'select all' as the software will only allow 12 remote participants per seminar. Therefore, please just select the ones you firmly commit to attend.
 - b. Send Dee Daghish d.daghish@lancaster.ac.uk an email message that states your name, your email address, and the list of seminars you wish to attend.
 - i. If you later find you have a time-conflict and cannot attend, please also let Dee know asap.
 - ii. Requests to attend any given seminar normally **must** be received a week ahead of time in order for Dee to register you.
 - c. Dee will register participants on a first-come, first-serve basis. A waiting list will be kept for over-subscribed seminars just in case someone has to cancel.
4. Once Dee has registered you to participate in a seminar, the software will automatically generate an email message to you, telling you how to logon to the "conference."

5. The order of information in the automated message is not as clear as it could be, but includes 3 important steps. See below a revised version of the message.

You have been sent this email because Deirdre Daghish from Lancaster University Educational Research Department has invited you to join a videoconference of a departmental seminar using your computer.

The first step is to accept the invitation. You will see text in the message that looks something like this.

1. To accept this invitation please click on <http://www.jvcs.ja.net/c/videoconferencenumber=accept&email=your-emailaddress>
2. Or, if for any reason you cannot join this conference, please reject this invitation by clicking <http://www.jvcs.ja.net/c/videoconferencenumber=reject&email=your-emailaddress>)

In advance:

Before the conference you will need:

- 1 - a webcam and headset on your PC
- 2 - to download and install the software client from <http://www.jvcs.ja.net/c/Z9R562n0&op=msi> (Windows only)

A guide to "Videoconferencing with JVCS Desktop Endpoints" is at <http://www.ja.net/documents/services/video/jvcsdesktopguide.pdf>

Further instructions on this follow later in this document.

On the day:

At 12:00 on the day of the seminar, please go to <http://www.jvcs.ja.net/c/conferencenumber>

- a. Please note that if you try to logon to the conference before 12:00, you will receive an error message.

Hardware & Software Requirements

Desktop Videoconferencing (JVCS Desktop) is only supported on PCs or laptops running Microsoft Windows™ software, therefore, is not supported on PCs or laptops running MAC or Linux operating systems.

The following minimum specifications are recommended for using Desktop Videoconferencing:

- PC or laptop running Windows XP (Service Pack 2 or higher), Windows Vista (Service Pack 1 or higher), or Windows 7
- Dual-core processor
- 1GB RAM minimum

- Network connection (e.g. office network or home broadband)
- Webcam
- Headset with microphone - either USB or 3.5mm jack plugged directly into to the pink microphone socket and green speaker socket ports. Alternatively, a personal USB speakerphone may be used, e.g. a ClearOne Chat, Phoenix Duet or Polycom Communicator.
- Desktop Videoconferencing software installed:

Downloading the software

The software can be downloaded from <http://193.60.198.133/conferenceme.msi>

If you experience difficulties with this link, go to

<http://www.ja.net/services/video/jvcs/newfeatures/cme.html> and click on the link from that Webpage.

Configuring JVCS Desktop ConferenceMe

1. Once you have downloaded the software, click on the exe file in your download window. You are likely to be asked security questions. If you wish to continue, answer yes to all.
2. Once the software is installed, go to your list of programs on your PC. Look for Tanberg.
3. Click on Configure ConferenceMe and enter:

Display Name: Your full name

Then choose the following options:

Aspect Ratio: Auto detect

Audio Input: Use default

Video Input: Use default

Bit Rate: 384kbit/s

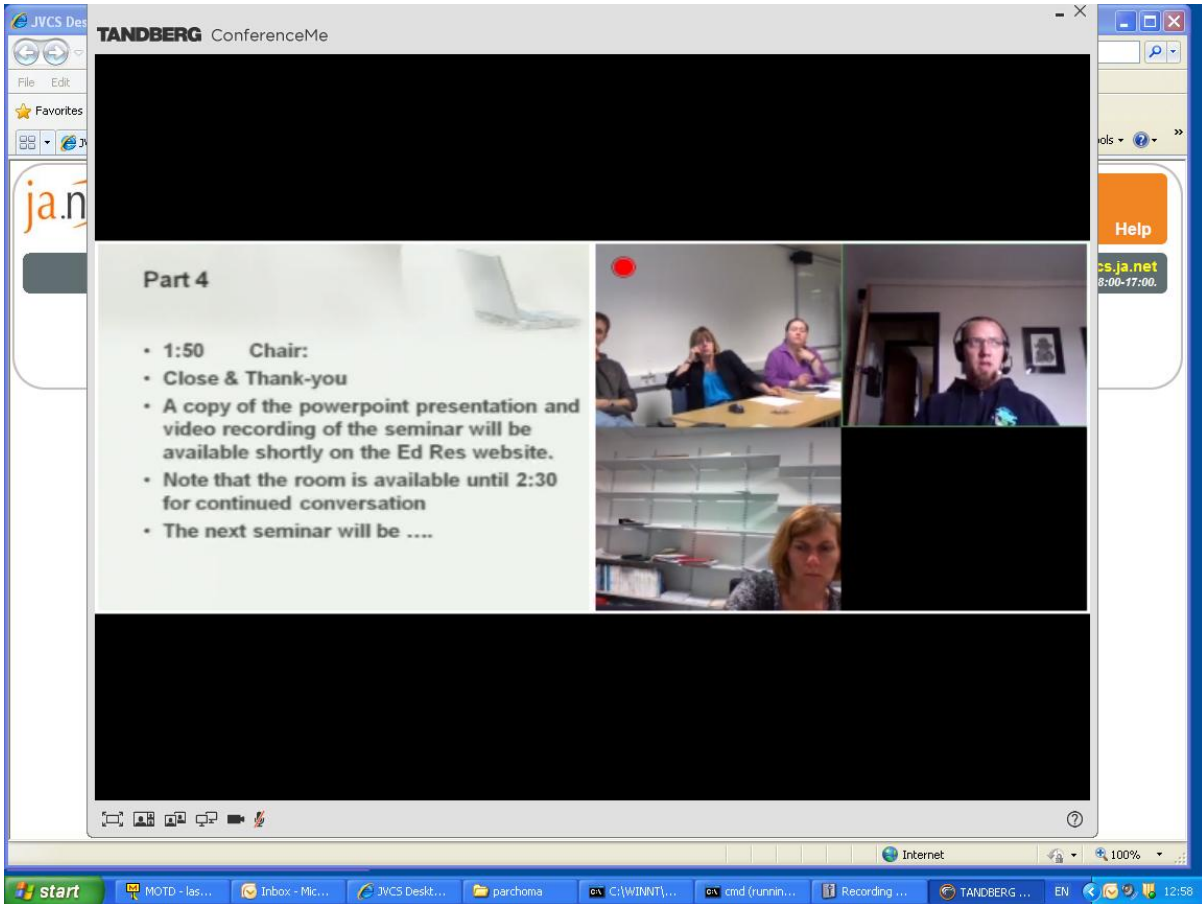
4. Check out to following link to start a test JVCS conference

<http://www.jvcs.ja.net/cgi-bin/vcng/cme.cgi?op=jdc>








Joining the Conference using JVCS Desktop

1. You will receive an email for each Video Conference in which you participate. The email will provide start and end times for the seminar. Remember that you need to click on the link to accept the invitation.
2. Included in this email are several links, including a reminder on how to download the software.
3. The second link connects you to the Video Conference. This link will only work once the conference start time arrives.
4. You will be taken to a Webpage and prompted to provide your email address.
5. Enter the email address where you collected the invitation to participate.
6. Click on Join the Conference and the JVCS Desktop ConferenceMe will start.

In-conference Options and Icons



Note the five icons in the bottom left corner.

Icon	Descriptions
	<i>Full screen:</i> display the video and content section of the ConferenceMe window full screen
	<i>Next local layout:</i> scroll through the available content and self-view layouts
	<i>Next participant:</i> scroll through the participant list
	<i>Send desktop:</i> send your desktop to the other participants in the conference
	<i>Mute/Stop muting outgoing video:</i> stop/start contributing video to the conference
	<i>Mute/Stop muting outgoing audio:</i> stop/start contributing audio to the conference
	<i>Help:</i> open the ConferenceMe help

For further technical information see:

<http://www.ja.net/services/video/jvcs/newfeatures/cme.html>

Seminar Participation Protocol

I expect that you may find this protocol a bit rigid and perhaps constraining, but we have limited resources to manage this process. As well, it is important that speakers are comfortable with this new technology and continue to agree to have their seminars video conferenced. Therefore, please be patient and follow the protocol.

1. Before participating in a seminar print this document and have it at-hand.
2. Logon to the conference between 12:00 and 12:30 Lancaster time on the day of the seminar.
3. There will be limited technical assistance available, between 12:00 and 12:30. After that, no technical assistance can be provided.
4. Unfortunately, no on-site technical assistance is available for installation issues. Brief instructions follow later in this document. Detailed installation instructions are available at: <http://www.ja.net/services/video/jvcs/newfeatures/cme.html>
5. In some test sessions, some remote participants found that the lowest fifth of some PowerPoint slides did not display well. We are looking for a solution to this problem. Should you encounter this problem during a seminar, please carry on as best you can and do **not** interrupt to ask for assistance.
6. At the beginning of the seminar, on-site participants will be asked to introduce themselves. Following that, the chair will ask videoconference participants to introduce themselves. Please introduce your self, giving your name, which doctoral programme you are in, your supervisor (if you have one) and your current location.
7. It is critical that you **mute your microphone at all times, except when you are speaking**. This is important to ensure that background sounds do not interfere with the speaker's presentation. As well, unmuted microphones cause an echo effect when other off-site participants are speaking.
8. Speakers typically talk for 35-55 minutes. There may be some interaction between the speaker and on-site attendees during this time, but participation from remote participants can only be managed afterwards – during the question and answer period.
9. There may be a brief refreshment break between the presentation and Q&A period. During this time, the seminar chair may ask you if you would like your name on the 'speakers' list. If you have a question or comment be sure to let the manager know.
10. Once the Q&A period begins, a seminar manager will monitor additional remote requests for participation. This is why using a webcam is so important. Please just indicate you have a question by raising your hand.
11. The seminar manager will relay requests from remote participants to the seminar chair.
12. The seminar chair will keep a speakers' list and will address remote participants when their turn to speak occurs.