

<b>HAYWOOD COMMUNITY COLLEGE</b>	<b>INFORMATION TECHNOLOGY VIDEO CONFERENCE ROOM</b>	Procedure 7.1.2
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- A. All use of the Video Conference Room must be scheduled with the Instructional Technology Specialist at 828-565-4025 or [mlehmann@haywood.edu](mailto:mlehmann@haywood.edu). The College reserves the right to accept or deny use of the Video Conference Room. College classes and College-related use of the room always receives first priority. Individuals need to make reservations with the Technology Specialist as soon as the person recognizes a need for the Video Conference Room.
- B. This room will only be scheduled for events that require the use of videoconferencing equipment. For other non-College events that do not require the use of Videoconferencing equipment the event sponsor should follow the guidelines at <https://www.haywood.edu/facility-use-guidelines-and-fees>.
- C. The College's classes and events will receive full support from the Distance Learning (DL) staff. This support will include scheduling of the event and training on the videoconferencing equipment. However, staff may not be available to run the equipment during the event or class.

Non-College events will be supported by DL staff, who will schedule the event and will provide training on the use of the videoconferencing equipment, schedule permitting. However, staff will not be available to run the equipment during the event. If a person is required to operate the videoconferencing equipment, it is the outside agency's responsibility to locate and pay this person and to coordinate with DL staff in order for that person to receive any necessary training.

The DL department must pre-certify any person who will operate Video Conference Room equipment. Please contact the Instructional Technology Specialist at least seven (7) business days before the event in order to arrange for necessary training/certification.

- D. If the event does not occur during the traditional campus workday (M-F 8:00 a.m. – 4:00 p.m.), the person or agency planning the event should refer to their Supervisor or the Office of the President.

Adopted: 03-24-2017