

Bi-Weekly Call - Setup and Follow-up

(updated Feb 28, 2018: changed to BlueJeans, included link to open slide deck)

Before the call

	Timing	Activity	Links
1	1 month to 1 week prior	On-board speakers and guests if they are not usual Itana presenters <ol style="list-style-type: none"> 1. Contact the speaker/guest via email month prior to remind them of their presentation 2. Offer a chance to talk on the phone prior to set context and expectations 3. Offer a chance to try the platform prior to the call to test the technology <ol style="list-style-type: none"> a. Note: The current Itana Zoom platform is only licensed to the Itana Chair. The Chair will need to be start the call. 4. If you are going to share your screen (not the presenter), ask for the slides prior to the call. If they are going to share their screen, then don't worry about it. 	
2	1 to 2 weeks prior to the call	Update the Conference Calls page with the topic. <ol style="list-style-type: none"> 1. Open the Program Page and copy the topic for the call. 2. Navigate to the Conference Call page and enter Edit mode 3. Update the top summary box of the Conference Call page with the topic 4. Update the Agenda list with the topic. 5. Close and save 	Conference Call Details
3	1 week prior (ideally)	Send the agenda and dial information to the email list <ol style="list-style-type: none"> 1. Copy the summary information and agenda from the Conference Calls page 2. Create an email to the Itana email list 3. Paste the agenda and summary info into the email list 4. Add the dial-in information and instructions to the email 5. Create a meaningful Subject line including Day, Time, Topic 	Conference Call Details ITANA@LISTSERV.EDUCAUSE.EDU
4	1 hour to 15 minutes prior	Set-Up the Agenda in Google Slides <ol style="list-style-type: none"> 1. Open the Open Slide deck in Google Slides 2. Update the agenda on slide 2 	Itana Opening Slide - 2018
5	Call Start and During Call	Open the Room and sharing your screen <ol style="list-style-type: none"> 1. If you don't already have it open, open the Opening Slide deck 2. Click on Share Your Screen. 3. NOTE: The current Itana Zoom platform is only licensed to the Itana Chair. The Chair will need to be start the call. 4. Call for a scribe 	
6	At the end of the Call	There are no special instructions for ending the call.	
7	Day of the call to a few days later	Post Minutes and Slides <ol style="list-style-type: none"> 1. Authenticate to the wiki and go into edit mode on the program page 2. Add links to the minutes (open the Minutes section of the wiki and navigate to the correct day's minutes) 3. Add the slide decks as attachments to either the minutes or the program page. 	Conference Call Programs