

VIDEO TELECONFERENCING (VTC) PROCEDURES

ORIGINATOR

- Contact **Front Office personnel at 452-1310/11** to schedule Conference Room 1 or 2 at the quarterdeck for the conference, providing the date and time requirements, as well as a point of contact and phone number.
- Call **Audio Visual (AV) personnel at 452-1001, x1278**, to ensure someone is available for the VTC schedule date. AV is responsible for connecting and operating the VTC equipment, and will need to know the following information:
 - a. Time and date of conference.
 - b. The specific distance locations where you plan to hold your conference. If possible, identify the VTC locations by room number, building location, and VTC POC. Site conference attendees may be able to provide this specific information. The AV Operator can also work with you to select suitable sites as well.
 - c. Any special requirements: i.e., use of Microsoft Powerpoint to present a briefing, use of transparencies, video, etc.
- Once conference details are confirmed, it is the **responsibility of originator to contact meeting personnel (conferees) and notify them of the exact time, date and location, to attend the conference. If the VTC is cancelled, it is the responsibility of the originator to contact the front office and Audio Visual personnel to cancel all arrangements.**
- If funding is required, originator must prepare funding document for Naval Computer and Telecommunications Station (NCTS) prior to the VTC.

VTC OPERATOR

- The AV Operator will contact the Naval Computer and Telecommunications Station (NCTS) Gateway representatives to set up the conference and confer with VTC POCs at the VTC sites. The AV Operator will then notify you of any problems or required work arounds, and other pertinent details such as supplementary costs.
- Set up and operate the VTC on the date and time required. After the VTC is completed, operator will fill out VTC Worksheet and provide copy to N832.

Below is additional information on the NETPDTC VTC system:

VTC Equipment and Contract. The equipment was produced by VTEL of Austin Texas. The model and configuration is VTEL-232CD, which consists of a coder-decoder and a pentium computer with CD, a 3.5 drive, 1 GB Hard drive, 16MB of RAM and a 133 Mhz processor. It operates under Windows 95. Associated with it are two 32" monitors that sit atop roll-about stands, a camera and a document stand. The VTC may be operated by a touch pad or a keypad and mouse. Also provided are two high sensitive microphones. The VTC equipment includes a two-year maintenance package.

Connectivity:

NCTS network: NCTS at Pensacola FL operates a local network that includes:

- N7 at the Pentagon, Room 4E 536; DSN 227-1098
- CNET: MIC room or room 109; 2-2951 or 2-3766
- CNATRA: at Meridian, Hanger 2, 2nd deck, Room 2086; DSN 637-2815, Comm (601) 679-2815
- CNATRA: at Corpus Christi, Bldg 10, suite 3B; DSN 861-2681
- NETPDTC: at Saufley, Bldg 2438; 2-1744
- GLAKES: Bldg 1 (Clocktower), 2nd Level; DSN 792-6134

NCTS can also connect via ISDN lines to the CNET Electronic Schoolhouse Network (CESN) and other locations. In addition, NCTS maintains a VTC room for multipurpose use at a cost of \$150.00 per hour.

CESN Connectivity. The CESN consists of classrooms across the continental U.S. and Pearl Harbor that are accessible for conferencing. In addition, the CESN is a gateway to numerous Army TNET sites--contact the CESN for more information. Although the CESN is a dedicated training network, it provides conferencing between 1000-1200 (CST), and at other times if the training schedule permits.

CESN Locations and Management:

EAST COAST Manager: DSN 433 7774 (Dam Neck, VA)

- Dam Neck: FCTCLANT Bldg 127 (Gallery Hall), Rms 245/246; DSN 433-8053, Comm (757) 433-8053
- GLAKES: Service School Command, Bldg 2B, Rm 139; DSN 792-4975 , Comm (847) 688-4975
- Norfolk: FTC, Bldg N-30, Rms 243/244; DSN 565-0862, Comm (757) 445-0862
- Newport: SWOS, Bldg 446 (Weakley Hall); DSN 948-2453, Comm (401) 841-2453
- Mayport: FTC, Bldg 1388, Rms 150/151; DSN 960-5061, Comm (904) 270-5061
- Ingleside: Mine Countermeasures Group 3, Bldg 217, Rm 27C; DSN 776-4710, Comm (512) 776-4710
- Kings Bay: Trident Training Facility, Bldg 1065, RM 5205; DSN 573-3439, Comm (912) 673-3439
- Pascagoula: Destroyer Squadron 6; DSN 358-3365, Comm (601) 761-3365
- Groton: Submarine School; DSN 241-2020, Comm (860) 449-2020

WEST COAST Manager: DSN 526-7221 (FTC San Diego)

- San Diego: FTC, Bldg 3282 (Weapons Bldg), Rms 2E18/2E20/2E21; DSN 526-7221, Comm (619) 556-7221
- Bangor: Trident Training Facility, Rms B-103, B-104; DSN 322-2559, Comm (360) 315-2559
- Pearl Harbor: Naval Submarine Training Center Pacific, Bldg 1262A, Rm 358; Comm (808) 471-3225
- Port Hueneme: Contracts Training Center; DSN 551-2849, Comm (805) 982-2849

DCTN and ISDN VTC Rooms. There are over 270 DCTN and numerous ISDN VTC locations in government and industry that are accessible for training and conferencing. These listings are available from Audio Visual at x-1292. NETPDTC personnel should at all times be conscious of the cost of connectivity. An effort should always be made to locate VTC rooms that are a part of the NCTS network, or DCTN rooms that do not charge an additional fee for conferencing.

Using ISDN connectivity can result in increased charges of approximately \$1.50-2.00 per minute. However, paying for use of the CESN ISDN line can still be relatively cost effective. For example, multiple CESN sites can be involved in a conference call for the cost of one ISDN call to the CESN at Dam Neck. Once connected to the CESN network, we do not pay for additional connectivity to distant CESN sites.

Who pays for the VTC? For example, if we deliver training to the Fleet Training Command at San Diego, it would be appropriate for them to initiate the call (possibly through the CESN) to the NCTS gateway since they are receiving a service from us. However, when we conference with NETPDTC personnel at FTC San Diego, it is appropriate that we initiate and pay for the call.

Another consideration is whether the use of VTC conferencing reduces or offsets the cost of travel to conduct NETPDTC business.

NETPDTC VTC/VTT CONFERENCES

Date: _____ **Time:** _____ **Originator:** _____ **Code:** _____

Prep Time: _____

Length of VTC: _____

VTC Cancelled? _____

Was VTC attended? _____

Conferencing Locations:

Comments (problems noted/potential solutions)

Estimated Supplemental Cost _____ (examples: if ISDN connectivity is used, multiply connect time by \$1.50 per minute; or if being charged for use of VTC room, specific cost amount) Indicate reason for supplemental cost and the cost basis below:

If VTC technology had not been available, would individuals have traveled to meet and accomplish this business?

Yes _____ No _____

Estimated reduction in travel cost (if any) _____

Completed by _____

Copy to N832