

Instructions for H.323 IP Video Conferencing Schedule Request Form (OTM-37)(06/09)

Prior to submitting this form, verify each video endpoint has been registered with OTM. Endpoints should be registered using the H.323 IP Video Conferencing Site Registration Form (OTM-36).

- Requested By** Name of technical contact requesting the conference.
- Telephone Number** Telephone number of technical contact.
- Return FAX Number** Fax number for technical contact.
- Today's Date** Date request is submitted.
- Session Name** A name or description to be associated with the conference request.
- Agency/Dept/Sect** Agency requesting the conference.
- Request** Indicate if this is a new request or a change to an existing schedule. If it is a change, indicate the conference ID to be changed.
- SESSION** Indicate whether this conference is to be a one-time session or recurring sessions by marking the appropriate boxes and completing the required information.
- One Time** Mark this box to schedule a one-time session.
- Date** Date the one-time conference is to be conducted.
- Start Time** Time the one-time conference is to start. Indicate a.m. or p.m.
- Duration** Desired duration for the one-time conference.
- Recurring** Mark this box to schedule recurring sessions.
- Frequency** Desired frequency of the recurring sessions—daily, weekly, or monthly.
- Start Date** Date the recurring conferences are scheduled to begin.
- End Date** Date the final conference is scheduled to occur. If there is no scheduled end date, indicate "ongoing."
- Start Time** Time the recurring conferences are to start. Indicate a.m. or p.m.
- Duration** Desired duration for each of the recurring sessions.
- Daily Recurrence** Each day the recurring conference is to be conducted.
- Weekly Recurrence** Every week (1, 2, 3, 4) of the month the recurring conferences will be conducted. Mark the day of the week the recurring conferences will be conducted.
- Monthly Recurrence** Either the date of the month the recurring conferences will be conducted, or the week of the month (first, second, third, fourth, last) and day of the week (Monday through Friday) the recurring conferences will be conducted. For each option indicate the monthly recurring frequency.
- Session Type** The type of onscreen display desired.

- Video Switching** Select to display only the active speaker. The system will switch to whichever speaker is active.
- Continuous Presence** Select to display multiple speakers continuously. Speakers will be switched as they become active. Choose the desired layout.
- Speed** Desired speed: 128, 192, 256, 320, or 384.
- Encryption** Select if encryption is desired. If encryption is selected, ensure that endpoints support AES-128 and DH-1024.
- Remote Camera Control** Select if remote camera control is required.
- Dual Stream/Presentation Mode** If the conference will require dual stream for content presentation, select from the supported types: H.239/People+Content (Polycom units) or H.323 Duo Video (Tandberg units). If dual stream is not required indicate "none."
- Participants/Sites** Agency name and OTM-assigned endpoint ID for each conference participant.

Submit the completed form by email to christopher.brisco@la.gov.