

Instructions for H.323 IP Video Streaming Schedule Request Form (OTM-57)(05/2012)

This form may be used to schedule up to three "Live Programs" (live broadcasts) and/or three "On Demand Programs" (previously recorded programs to be made available upon request). Each video endpoint for live broadcasts should be registered with OTM using the H.323 IP Video Conferencing Site Registration Form (OTM-36).

GENERAL INFORMATION

Agency Name Agency requesting the conference.
Date Date request is submitted.
Requested By Name of agency contact requesting the conference.
Telephone Number Requester's telephone number.
Email Requester's email address.
FAX Number Requester's fax number.
Request Type of request--new request, change to an existing schedule, or a cancellation. If it is a change or cancellation, indicate the program name to be changed or cancelled.
Additional Information Additional information may be supplied by the requester.

LIVE PROGRAM

Use this section to schedule up to three Live Programs.

Live Program 1 Complete this subsection for the first Live Program to be scheduled.
Program Name A name or description used to identify the requested program.
Description Descriptive information or tag information to be included.
Day The day of the week (Monday, Tuesday, Wednesday, etc.) the program is to be conducted.
Date Date the program is to be conducted.
Start Time Time the program is to start. Indicate a.m. or p.m.
Duration Desired duration for the program (hours:minutes).

H.323 Unit Location Building Building where the H.323 video unit that will be the source for the program is located.

Unit IP Address IP address of the H.323 video unit.

H.323 Unit Location Room Room where the H.323 video unit is located.

Unit Name H.323 alias of the H.323 video unit.

Live Webcast/Stream Mark if program is to be streamed live.

PC Based Presentation Mark if presenters will conduct PC presentation to be delivered in the streaming broadcast.

Recording Mark if recording of the program is required.

Make Available for "On Demand" Mark if program is to be made available for rebroadcast on an "On Demand" basis at a later date.

Program Access	Indicate program access requirements. Public Access: Allows anyone to connect. Login Required: Participants are required to login by providing an email address to access the program. Access Code Required: Participants are required to enter a private access code to access the program.
Program Assets Provided	Indicate program assets which will be provided by the requesting agency to be made available for viewers to access in association with the program. Slides: PowerPoint slides (.ppt) for viewing by participants online. Poll Questions: Questions to be included for evaluation during the program. Survey Questions: Questions to be included for evaluation after the program. Downloadable Media: Any media type (such as .pdf, PowerPoint, or Word documents) which viewers will be allowed to download in association with the program.
Live Program 2	Complete this subsection for the second Live Program to be scheduled.
Program Name	A name or description used to identify the requested program.
Description	Descriptive information or tag information to be included.
Day	The day of the week (Monday, Tuesday, Wednesday, etc.) the program is to be conducted.
Date	Date the program is to be conducted.
Start Time	Time the program is to start. Indicate a.m. or p.m.
Duration	Desired duration for the program (hours:minutes).
H.323 Unit Location Building	Building where the H.323 video unit that will be the source for the program is located.
Unit IP Address	IP address of the H.323 video unit.
H.323 Unit Location Room	Room where the H.323 video unit is located.
Unit Name	H.323 alias of the H.323 video unit.
Live Webcast/Stream	Mark if program is to be streamed live.
PC Based Presentation	Mark if presenters will conduct PC presentation to be delivered in the streaming broadcast.
Recording	Mark if recording of the program is required.
Make Available for "On Demand"	Mark if program is to be made available for rebroadcast on an "On Demand" basis at a later date.

Program Access	Indicate program access requirements. Public Access: Allows anyone to connect. Login Required: Participants are required to login by providing an email address to access the program. Access Code Required: Participants are required to enter a private access code to access the program.
Program Assets Provided	Indicate program assets which will be provided by the requesting agency to be made available for viewers to access in association with the program. Slides: PowerPoint slides (.ppt) for viewing by participants online. Poll Questions: Questions to be included for evaluation during the program. Survey Questions: Questions to be included for evaluation after the program. Downloadable Media: Any media type (such as .pdf, PowerPoint, or Word documents) which viewers will be allowed to download in association with the program.
Live Program 3	Complete this subsection for the third Live Program to be scheduled.
Program Name	A name or description used to identify the requested program.
Description	Descriptive information or tag information to be included.
Day	The day of the week (Monday, Tuesday, Wednesday, etc.) the program is to be conducted.
Date	Date the program is to be conducted.
Start Time	Time the program is to start. Indicate a.m. or p.m.
Duration	Desired duration for the program (hours:minutes).
H.323 Unit Location Building	Building where the H.323 video unit that will be the source for the program is located.
Unit IP Address	IP address of the H.323 video unit.
H.323 Unit Location Room	Room where the H.323 video unit is located.
Unit Name	H.323 alias of the H.323 video unit.
Live Webcast/Stream	Mark if program is to be streamed live.
PC Based Presentation	Mark if presenters will conduct PC presentation to be delivered in the streaming broadcast.
Recording	Mark if recording of the program is required.
Make Available for "On Demand"	Mark if program is to be made available for rebroadcast on an "On Demand" basis at a later date. If the box is marked, also complete the Video "On Demand" section of this form.

Program Access	<p>Indicate program access requirements.</p> <p>Public Access: Allows anyone to connect.</p> <p>Login Required: Participants are required to login by providing an email address to access the program.</p> <p>Access Code Required: Participants are required to enter a private access code to access the program.</p>
Program Assets Provided	<p>Indicate program assets which will be provided by the requesting agency to be made available for viewers to access in association with the program.</p> <p>Slides: PowerPoint slides (.ppt) for viewing by participants online.</p> <p>Poll Questions: Questions to be included for evaluation during the program.</p> <p>Survey Questions: Questions to be included for evaluation after the program.</p> <p>Downloadable Media: Any media type (such as .pdf, PowerPoint, or Word documents) which viewers will be allowed to download in association with the program.</p>
VIDEO "ON DEMAND" ("ON DEMAND" PROGRAM)	Use this section to schedule up to three "On Demand" Programs.
"On Demand" Program 1	Complete this section for the first "On Demand" program to be scheduled.
Scheduled Live Program	Mark if the "On Demand" program is associated with a "Live Program" scheduled in the first section of this form.
Program Name	Name of scheduled program to be made available on request. Program name should match the program name in the "Live Program" section of this form.
Scheduled Program Date	Date of the scheduled live program. Program date should match the program date in the "Live Program" section of this form.
Previous OTM/ENS Program	Mark if the "On Demand" program is associated with a "Live Program" recorded by OTM/ENS in the past.
Program Name	Name of previous OTM/ENS program to be made available on demand.
Program Date	Date previous OTM/ENS program was recorded.
Agency Provided Media	Mark if the agency will provide media for the "On Demand" program.
Media File Name	Agency-provided program file name, with extension.
Program Availability	<p>Indicate when the program will be made available to viewers.</p> <p>Start Date: Date the program will be made available to viewers.</p> <p>End Date: Date the program will no longer be available to viewers.</p>

Scheduled Live Program	Mark if the "On Demand" program is associated with a "Live Program" scheduled in the first section of this form.
Program Name	Name of scheduled program to be made available on request. Program name should match the program name in the "Live Program" section of this form.
"On Demand" Program 2	Complete this section for the second "On Demand" program to be scheduled.
Scheduled Program Date	Date of the scheduled live program. Program date should match the program date in the "Live Program" section of this form.
Previous OTM/ENS Program	Mark if the "On Demand" program is associated with a "Live Program" recorded by OTM/ENS in the past.
Program Name	Name of previous OTM/ENS program to be made available on demand.
Program Date	Date previous OTM/ENS program was recorded.
Agency Provided Media	Mark if the agency will provide media for the "On Demand" program.
Media File Name	Agency-provided program file name, with extension.
Program Availability	Indicate when the program will be made available to viewers. Start Date: Date the program will be made available to viewers. End Date: Date the program will no longer be available to viewers.
"On Demand" Program 3	Complete this section for the third "On Demand" program to be scheduled.
Scheduled Program Date	Date of the scheduled live program. Program date should match the program date in the "Live Program" section of this form.
Previous OTM/ENS Program	Mark if the "On Demand" program is associated with a "Live Program" recorded by OTM/ENS in the past.
Program Name	Name of previous OTM/ENS program to be made available on demand.
Program Date	Date previous OTM/ENS program was recorded.
Agency Provided Media	Mark if the agency will provide media for the "On Demand" program.
Media File Name	Agency-provided program file name, with extension.
Program Availability	Indicate when the program will be made available to viewers. Start Date: Date the program will be made available to viewers. End Date: Date the program will no longer be available to viewers.

Submit the completed form by email to otm-video-services@listserv.doa.la.gov.