Teleparticipation Room in 140 Ketter Hall

The room 140 Ketter Hall has been remodeled (2001-2003) and equipped with advanced media communication systems for use as a Conference and Tele-participation Room. This room, which was originally built by MCEER, will continue to be in control of MCEER. The room will be available, as first priority, for activities related to MCEER. However, it will also be shared with activities of CSEE with priority to NEES / SEESL official business.

ROOM CAPACITY:
The room capacity is 40 persons – seats near tables. For any larger crowd special arrangements can be made. Finding information about maximum capacity, a potential user must call the scheduling personnel.

AVAILABILITY:
Room 140 will be available for following activities:
(a) MCEER, CSEE and SEESL/NEES Meetings or Conferences
(b) Video Tele –Conferences (Multicast or Station to Station)
(c) Webcasts
(d) Seminars
(e) CSEE Sponsored Activities – training, educational, etc.
*The room will not be scheduled for classes, exams, or other regular education activities. Only MCEER, or CSEE approved activities, can be scheduled in this room.*

SCHEDULING PRIORITIES:
Scheduling of activities and assistance for using this room will have to be made according to priorities. These priorities are as follows:
(a) MCEER Sponsored activities
(b) CSEE Sponsored activities
(c) NEES/SEESL official activities – i.e. teleparticipation, training
Special educational activities (no classes) which may need the special equipment could be accommodated at lower priority, if there is no alternative equipment on Campus. In such case the user should make a request, with a justification, and will be accommodated in the schedule at the lower priority. *(Note: lower priority events would have to be rescheduled if higher priority events will need the room. Rescheduling will be done with sufficient warning to allow for alternative relocation. The personnel in charge with room scheduling will assist in relocating the even. Past experience showed that very few conflicts in schedule needed special attention and rescheduling).*

SCHEDULING
The scheduling will be done by MCEER, Ms. Karen Buchheit. saraf@mceermail.buffalo.edu or by Ms. Linda Mudd at extension 2411, or by e-mail: lmudd@buffalo.edu. She will coordinate with MCEER (Karen Buchheit). During a trial period of one year after the start of use of this room, all reservations arranged with Ms. Linda Mudd or Ms Karen Buchheit will have to be approved by Prof. A. M. Reinhorn (the coordinator of the developing team), reinhorn@buffalo.edu, who will also serve as a conflict mediator, if needed.

ON-LINE SCHEDULE:
ACCESS:
The room has an electronic lock which can be activated using the UB/SUNY Card. The responsible person for the scheduled activity – event - will be given permission to access the room for the day of the activity. Please provide the name and the UB / SUNY Card number to the person making the schedule. If access is needed at any other times - for instructions, training rehearsals - the personnel responsible for the scheduling, or the CSEE Department Chairman, or the MCEER designated staff may be able to assist with the access. **Note: The responsible person for a scheduled event will be responsible for the security of the equipment during the scheduled event. It is expected that the responsible person will be FIRST IN – LAST OUT to insure proper supervision of the visitors to this room.**

EQUIPMENT OPERATION:
The room has very advanced equipment which needs an operator. For certain simpler usages a person responsible for the activity can be trained to operate specific equipment. Therefore, when reserving the room, the requester has to specify usage, the responsible person and identify the operator of the equipment. A special operator is needed for advanced room uses and will be made available to qualified users pending personnel availability.

The room has the following capabilities which require operators with the following skills:

(a) Projectors (x3) with three screens trained operator  
(b) Desktop computer trained operator  
(c) Notebook hookup trained operator  
(d) DVD Player trained operator  
(e) VCR trained operator  
(f) Visualizer trained operator  
(g) Electronic white board advanced trained operator  
(h) Webcast special operator  
(i) Video Conference special operator  
(j) Multimedia conference special operator

When scheduling the activity, you must specify the necessary equipment which needs to be setup in advance. The “trained operator” or the “advanced trained operator” can be any person, a responsible user, who was trained by the IT manager on staff at SEESL / NEES facility (see Technical Support below). However, if a “special operator” is required, his services will have to be scheduled at time of reservation, pending availability.

ATTENTION:
All boards around the room are white boards which can be used with dry erase markers, which are available in the room along with other supplies. **No other type of markers can be used in the room.** Please use the scheduling staff to request replacement supplies, if needed.

FOOD AND BEVERAGES:
Teleparticipation Room in 140 Ketter Hall

Food and beverages will be allowed in the room conditionally that the responsible person for a scheduled event made arrangements of cleaning the room after the event. If another person or service is being use for cleaning it will have to be specified at the time of scheduling. In any case food and beverages will be served outside the room. A table and electrical outlet is available outside the room for set-up.

TECHNICAL SUPPORT:
Mr Goran Josipovic, the Information Technologies Specialist, goran@nees.buffalo.edu, and Mr. Jason Hanley, the Information Technologies System Manager of UB-NEES (a service of CSEE/SEESL), jphanley@buffalo.edu, will be available to train personnel and assist with technical questions.

ACKNOWLEDGEMENTS:
The renovation of Rm. 140 Ketter Hall was done jointly by SEAS, CSEE and UB-NEES program. The equipment will be maintained jointly by CSEE and UB-NEES with assistance of the Networking Program of MCEER. The UB-NEES development team (Reinhorn, Bruneau, Whittaker and Constantinou) designed the new layout which was implemented by UB Campus Facilities (interior, electrical and HVAC), Wood Advantage Ltd. (woodwork), Mr. Jason Hanley and Mr. Goran Josipovic (electronics, A/V and computer systems) and Mr. Tom Albrechcinski (contracts and supervision).