Scheduling a Videoconference
Using 25Live

Collaborative Video Technologies (CVT) requires that all requests for videoconferencing services and space be submitted via 25Live, the university-wide scheduling system. It is important that you follow these instructions so that CVT receives the request along with any other information needed to organize your event.

STEP 1: Event Details

- Enter the title of your event.
- Select your department as the primary organization and list any additional department if others are involved in organizing the event.
- There are two options: 1) GMU to GMU for events between campuses 2) GMU to Off-Site for events that include external sites
- Once all fields are complete, click “Next”.

STEP 2: Attendance & General Information

- Put the anticipated attendance for the main site here.
- This space is for general information about the event. This description may be published in Today @ Mason should you choose to make it public.

STEP 3: Frequency

- Choose NO if the event is a single occurrence.
- Choose YES if the event is the first in a series of events.

Click to move forward.
**STEP 4: Locations & Resources**

**DO NOT** select anything on these pages. CVT will assign a space for you. Should you have a room in mind, you may include that information in the comments section at the end of the form. We are able to schedule videoconference space at each Mason campus so you do not need to reach out to other campuses to coordinate your event. We schedule space based on your expected attendance, the type of meeting, and availability. All equipment is interoperable so videoconference rooms and TelePresence rooms are able to connect to one another. CVT will also assign resources to your event. These indicate who we connect with and how, as well as any other important information our technical staff needs to know.

**STEP 5: Other Locations**

If someone else will be in charge of the event the day of, please provide their contact information.

Indicate if you or another site plan on showing a presentation.

Indicate what other campuses you’d like to connect with and how many people you expect at each location.

As a rule of thumb, CVT will always add 15 minutes of set-up time, and 15 minutes of take-down time. This ensures a buffer between events in the space, and is also the time we use to establish and test the connection.
**STEP 6: Requestor & Categories**

The person submitting the request should list themselves as the scheduler and requestor. After submission the individual in CVT finalizing the request will change the name of the ‘scheduler’ to their own name.

You may ignore the categories section unless:
1) You’d like to indicate categories to be published on the Today @ Mason calendar.
2) You’d like to ensure the event is not published to Today @ Mason. In that case you may click the very first check box.

**STEP 7: Event Comments**

The event comments section is where you will put any other information CVT needs to know about your event such as other locations, if you need someone to connect via Jabber, contact information for outside sites, individuals we need to work with, if you’d like the event recorded, or room preferences.

**STEP 8: Submit**

Click on “Tentative” then “Save.” Once your request has been saved it will route to CVT’s task list. Event requests will be returned within three business days. If CVT does not have space available or need more information, we will contact the requestor before finalizing the event.

Please direct scheduling questions to:

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