

Setting Up an ITV Meeting

If you are preparing to host an ITV meeting, please follow the directions below before the event takes place. Personnel who wish to have an ITV meeting should put their request in a minimum of two weeks in advance. If they don't there is no guarantee that their meeting will be set up for them by KORRS.

1. Browse to this web site: <http://www.k20.ctc.edu>.
2. Click on the ITV Schedulers TAB, then select the Power Schedulers button. Enter **B92A9T**. Select Primary Event Resource **Bates 8200**. Put in Attendees and Local Event Contact. Continue to Request form:
 - a. **Event Title-** Give a title that identifies the event.
 - b. **Event Type-** choose one of the following:
 - i. Administrative
 - ii. Instructional-Student
 - iii. Instructional-Staff
 - iv. Other
 - c. **Requesting Organization-** Name of the Person, Department, Phone number and Email Address
 - d. **Event Reservation Time-** Add an additional ½ hour to the beginning of the Start time and the ending of the End time to allow sufficient time for your meeting.
 - i. **Date:** MM/DD/YYYY
 - ii. **Start:** Hour/Min/ AM or PM
 - iii. **End:** Hour/Min/ AM or PM
 - e. **Additional Information-** Give any instructions you think would be pertinent to the invited persons. Depending on the amount of site locations that are invited to the meeting, there should be ample time to log in before the meeting starts.
 - f. **Distant Sites-**
 - i. **Site:** Give the exact local of the organizational site, IE. Olympic Community College has two possible sites. 1.) CTC Olympic (Shelton) 8389 and 2.) CTC Olympic (Bremerton) 8380. Make sure that the correct organizational site for their location is given. Coordinate with each site to determine where they will hold their meeting.
 - ii. **Attendees:** Give the number of people that will attend at that site.
 - iii. **Local Event Contact:** Give the name, E-mail Address or Phone Number of the person that is representing that site.
 - iv. Repeat the above Distant sites information for each of the site that will be attending the meeting.
3. Once you have the above information, submit it and Exit the site.

Note: Bates 1 (M320), Bates 2 (mobile FX), Bates 3 (SC Aud 101B), Bates 4 (SC Aud 101A), Bates 5 (mobile VX4000)