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<http://ci.ndepscor.nodak.edu>

Conference Site Facilitator Information

Online Toolkit available at <http://ci.ndepscor.nodak.edu/2011/promopack.html>

Recent communication and site visits to all NDUS institutions and North Dakota Tribal Colleges have promoted plans by North Dakota EPSCoR to present the first North Dakota Cyberinfrastructure (CI) Conference on March 3, 2011. This event is being organized by the ND-EPSCoR Co-Project Directors, David Givers and Mark Hoffmann, and is a collaborative effort between NDSU and UND. It is offered at no charge, with all conference activities delivered virtually via multipoint videoconference to the participating sites across the state.

In order to coordinate conference participation at each receiving site across the state, Conference Facilitators have been identified and have received initial information about the conference. Included in this document are specific details intended to guide Conference Facilitators in planning and promoting the conference at their local campuses.

Conference Preparation on Your Campus

- Reserve room for the date of the conference and any additional dates needed to complete test calls and rehearsals prior to the conference. Note: It is suggested that all test calls and rehearsals are completed between Feb 23 – March 1. Identify one or more date(s)/time(s) for your own campus and coordinate this schedule with your Videoconference Site Coordinator and the presenters.
- Plan for room layout, including seating, tables and access to any network and electrical ports that may be needed by participants.
 - Participants are encouraged to refer to the conference website during and after the conference in order to access all conference proceedings and virtual poster sessions.
 - We encourage you to locate the refreshments/lunch table as close to the room or even inside the room if appropriate. The videoconference connection will run continuously throughout the day and we anticipate a full schedule so there will be limited time available for extended breaks.
- Order refreshments and lunch based on registration numbers for your site. A final head count and list of registrants for your campus will be emailed to you when registration closes on February 20.
- Lunch and Refreshment Reimbursement from EPSCoR
 - ND- EPSCoR will reimburse each participating NDUS institution and ND Tribal college for expenses of the noon lunch and morning and afternoon refreshments up to a total of \$300 per institution.
 - ND-EPSCoR will not reimburse other entities for these expenses.
 - Please submit the following documentation in **hard copy** by **April 1** to Kim Lammers (contact info below) in order to receive reimbursement for your food expenses:
 - Catering receipts with complete breakdown of items provided
 - Original copy of Sign-in sheet for conference participants at your site (form is available in online toolkit)
 - Kim Lammers email and mail information:
Kim Lammers <kim.lammers@ndsu.edu>
ITS Business Manager
NDSU Dept 4510, PO Box 6050
Fargo, ND 58108-6050

Conference Promotion

- Visit the online conference toolkit at <http://ci.ndepscor.nodak.edu/2011/promopack.html> to download items you can use for promoting the conference on your campus.
- Distribute the following promotional items across campus and to additional sites and department offices as appropriate
 - Customizable conference posters (download and open in Photoshop or similar photo-editing software to edit text box with your campus details)
 - Customize with your campus information:
 - Location of conference
 - Site facilitator contact information
 - Email announcements to faculty/staff/student email lists:
 - “Save the Date” ecard
 - Conference agenda
 - STEM Invitation (please note deadlines listed at the end of this document)
 - Conference poster with customized text in electronic format, if appropriate
 - Provide your contact information as a point of contact related to all conference activities on your campus

Coordinate Presentation and Technical Details

- Communicate all technical details and plans with campus videoconference site coordinator,
- Reserve videoconference room for date of conference, and any additional dates needed for test calls and rehearsals prior to the conference. Reserve additional time for conference set-up, as needed,
- Reserve technical equipment needed for the conference (mobile videoconference unit, laptop or pc, screen, projector or LCD monitor, speakers, microphones, etc),
- Confirm level of technical assistance needed for conference event as well as test calls and rehearsals prior to the conference,
- All technical details regarding the multipoint videoconference connections for this event are coordinated by David Belgarde of NDUS-ALT. Please communicate directly with David for any questions regarding video/audio quality, scheduling test calls and rehearsals, and any connection details for the day of the conference.

Marshall Samuelson marshall.samuelson@ndus.edu 701-224-2502

Important Dates to Remember

January 24 – February 20	Registration online for general participants and poster sessions
February 18	Deadline to submit poster session abstracts and media (both Traditional and Virtual Poster Proposals)
February 23 – March 1	All participating videoconference sites complete test calls All Guest Speakers and Poster Session presenters complete live rehearsals (Please work with your videoconference site facilitator and ALT Network Manager David Belgarde to schedule these events)

Questions? Please contact ci.nd.epscor@gmail.com

We appreciate your time and effort in facilitating efforts to make this conference a reality on your campus. Please let us know if you have questions about any of these details!