

Jul 24, 12 11:42

qweak.conference.txt

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EVO details

The full EVO meeting information is in the message I sent to the Qweak mailing list, but here's the EVO meeting link:

<http://evo.caltech.edu/evoNext/koala.jnlp?meeting=eneueMvsvvaia9InalIn>

We are booked for these rooms at JLab (note the move on Friday):

L102/104 for Aug. 1

L102/104 for Aug. 2

F326/327 for Aug. 3

If you are delivering a talk remotely, then please make an effort to get your talk on the JLab computer, and made available to the Collaboration organizers so they have a copy at TRIUMF too (just in case).

The TRIUMF IT contact is Niki Martin <nmartin@triumf.ca>; the JLab IT contact will be Chris Miller <cmiller@jlab.org>. They'll be running a test of the setup on the 30th and/or 31st.

Backup Plan for Audio

If the EVO sound quality sucks, then I've booked this Readytalk line for Aug 1--3.

US 866-740-1260

International 303-248-0285

Access Code: 1692377

Password: 8668

(Do Not give this out)

There are normally Polycom phones in L102/L104 and F326/327 so we should be set. If not, contact Staff Services (just go to the front desk) and they can set you up.

Recommendations for the moderator

- Watch the EVO 'chat window' for questions and requests

Recommendations for the speakers

- Instruct them speak clearly and toward the mic so off-site people can hear them.
- Have the speakers use a *green* laser pointer -- the red ones are usually too dim to see over the video link. Ask Staff Services (front desk) for a green pointer if there isn't one in the room already.