

Electronic Meetings and Systems at Charles Sturt University

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Why hold meetings by videoconference?

• Charles Sturt University is a multi-campus university:

- Albury-Wodonga
- Bathurst
- Dubbo
- Orange
- Wagga Wagga

- Each region has a different focus for animal use in teaching and research
- CSU ACEC members drawn from all regions for comprehensive representation
- Meetings held monthly, February – December

- **Benefits of videoconferencing for CSU**
 - Able to draw upon greater pool of candidates for ACEC membership
 - Able to hold sufficient meetings for consideration of applications submitted to the Committee

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How does meeting by videoconference work?

- The Practicalities of Making it Happen

- Videoconference meetings are booked via Microsoft Outlook
- The mailboxes for each site link to TMS (Tandberg Management Suite), which manages each videoconference site
- Each videoconference site (“endpoint”) is automatically dialled by TMS at scheduled commencement time

- TMS provides IT staff with constant visual and data monitoring of meeting
- Videoconference room screens able to show all sites on one screen
- Automatic time warnings appear at 10 minutes before meeting close and 2 minutes before meeting close

- Meeting across the video screen

- All members able to see one another via multiple views on screen
- Meeting etiquette
 - Presiding Officer's role in canvassing opinions from all sites crucial
 - Members being aware of each other at the different sites to make themselves and each other heard