

NAHQRS Video Conferencing Set-up and Rules of Order (2009)

Purpose: to outline the process for achieving two-way interactive video (TWIV) meeting of the NAHQRS membership.

1. The NAHQRS Board, at its first meeting of the calendar, will establish a list of potential sites for meetings for the next 12 month time period. The Communications Team Leader will have the responsibility of contacting members at those sites not represented at the Board meeting. The Communications Team Leader will establish if the member is willing to host the meeting for the month scheduled. If the potential site is not willing to host, the Communications Team leader will contact the President for possible alternative sites.
2. The Board will also review the recommendations of the Communications Team about establishing two-way interactive video (TWIV) sites for the year based on Officer /Board "home" location, membership and number of meetings to be TWIV.
3. If the Board is unable to establish main meeting or TWIV sites or if a site becomes unavailable during the year, the Communication Team will establish the new sites with the approval of the Officers.
4. The Communication Team will work with the main site for the meeting to aid in the set up of TWIV sites.
5. The Main meeting sites and TWIV sites will be posted by the Communications Team on the NAHQRS Website.
6. The Communications Team will notify the Nebraska Telehealth Network with the list of dates, times, and sites for TWIV. The TWIV site should have a coordinator to oversee the set-up of the equipment and to organize the handouts sign-in etc. The TWIV should be scheduled from at least 0900-1600 to accommodate meeting time.
7. The President will complete and publish an agenda to all meeting sites at least 24 hours prior to the meeting.
8. The Communication Team leader will ensure that each TWIV site has a sign-in sheet, and telephone/fax numbers for the main site.
9. The Education Team Leader will ensure that all sites have the speaker's presentation (outline) and a Presenter evaluation sheet.
10. It is the member's responsibility to notify the site at which he/she intends to attend the meeting.
11. It every member's responsibility to stay involved with the meeting when attending at a TWIV site. Turn pager and phones to vibrate. Only take necessary calls/pages. Answer pages/calls during the breaks.

Procedure –the designated member or coordinator at the TWIV site:

1. All TWIV sites need to register for the NAHQRS meeting with NE Telehealth Network (www.netelehealth.net) at least 72 hours prior to the meeting.
2. Make copies of:
 - a. The agenda
 - b. The Speaker's presentation and evaluation
 - c. The telephone/fax number to the main site
 - d. The TWIV evaluation
3. Sign into the TWIV at least ½ hour prior to the meeting.
If you have any problem, contact the main site or the NE Telehealth Network.
4. Ensures that all attending at the site sign the sign-in sheet.
Fax the sign-in sheet to the Secretary within 24 hours of the end of the meeting.
5. Each TWIV site needs to designate a “spokesperson” to relay to the main site information on vote counts etc.
6. Faxes the speaker evaluations to the Education Team Leader.
7. Collect and turn-in the Telehealth evaluation at the site.

Procedures for TWIV:

1. Roll Call will be taken by the President or Presiding Officer at the start of the meeting.
Hospitals will be called in alphabetical order for any roll call.
2. The President/officer identifies TWIV'ing Hospital and members present at the meeting at each site.
3. The President/Officers reviews the meeting agenda so members understand the order of business.
4. When addressing the membership from a TWIV site identify yourself prior to speaking e.g.; this is Bill Redinger, I would like to... (state purpose of your speaking for minute taking).
5. Please be sure to **mute your system** during the educational sessions and when not needing to communicate with the main site. The screen on your TV will change to the person talking. You should keep the mute on unless you want to interrupt intentionally.
6. During the round table discussions, please be cognizant of noise in the background - be sure to mute your system if conversations or noise is occurring.
7. **Place a placard with your site name (3"inch letters preferably) so the people in the audience can identify your site and who is speaking.**
This is very important!
8. During votes, the President/Officer will again address each site in alphabetical order and the spokesperson at the TWIV site will announce the results of the vote at that site.
9. If a site wishes to communicate with the main site, the spokesperson for that site will un-mute the speaker and gain the President /officer's attention.
10. At the end of meeting please “disconnect” from the meeting and turn off the equipment.