

Protocols for Participation in Regular Seminars of SigmaOpt

Sites that are joining the seminar series for the first time will be required to undertake an initial quality control procedure to qualify for admission to the live Access Grid (AGR) sessions.

Each AGR talk will be managed by the host AGR. A hosting academic and an AGR IT Specialist at each AGR will be listed with email address and mobile phone numbers: with both copied into any correspondence and distributed to all participating institutions.

Initial Qualifying Procedure:

1. **Registration lead time:** By 3 weeks before a remote AGR wishing to participate in a AGR seminar should email the host AGR (the academic and the AGR IT specialist) registering their interest and details of their contact academic and an AGR IT specialist. This email should contain the technical information regarding their AGR (i.e. whether it has been **Quality Assured (QA-ed)**, whether it is using AG version 3.1, VPCScreen etc).
2. **Any AGR not QA-ed must arrange to be QA-ed** by Jason Bell at AMSI (This should avoid remote sites inadvertently disrupting the lecture by propagating their audio problems to all the other sites, and so on.)
3. By about 2 weeks before: All newly QA-ed AGRs engaging in their first seminar with SigmaOpt should connect to a test session organized by the host AGR. General testing (especially audio); trial reading of a pdf document using VPCScreen (VNC poses security risks so we promote the use of VPCScreen or VenueVNC where appropriate).

Regular Testing Procedure for Participating AGR's:

1. **About 2 days before each seminar** all participating AGRs will connect at a pre-agreed time to test the stability of the connections and fix any unforeseen problems. During this brief test connection the hosting AGR will should be able to exchange the presentation files using the Data Storage Repository and test run the actual PDF file (we shall be promoting the use of PDF formats for most presentations).
2. **Connecting on the day of seminar will commence 1/2 hour before the lecture:**

Procedures During the Seminar:

1. It is recommended that IT support be available throughout the Lecture. The IT technician should be able to communicate to other participating AGR's via text messages issued through access grid.
2. **Remote AGRs should have audio Talk disabled during the presentation (i.e. only Listen enabled to minimise unnecessary background noise).**
3. If necessary, the hosting AGR should provide the speaker with the use of a wireless mike: otherwise care might be needed to minimize movement which can lead to variable sound quality from fixed microphones.
4. For the remote AGRs, they should each have a nominated local **host**. This should be a scientist\academic who will coordinate the question and answer (QA) component of the seminar at their home institution.
5. The remote microphones will be turned on for the QA session and each participating institution will in turn have a chance to engage in questions. The order in which participating AGRs will be allowed to issue questions will be predetermined prior to the seminar with the default being in alphabetical order of institution name.
6. When it is time for a remote AGR turn to issue questions the local host will coordinate these questions. They will take questions, repeating the question themselves so as to ensure it is audible to other AGR participants.
7. Any residual questions that arise out of sequence can be fielded at the end with the local hosts using a hand wave to indicate additional questions are desired to be

asked at their location. The hosting AGR will have control the order in which these are taken.

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