

### MEDIASITE CHECKLIST

To schedule a Mediasite (MS) presentation, follow the Scheduling Steps and complete the Checklist below.

#### Scheduling Steps:

1. Complete the Mediasite checklist and email it to [Shirley Bostock](#) in the DPH Education and Training Unit.
2. If the date and time you request is available, Shirley will schedule an appointment in GroupWise to Mediasite; Donny Neuert; a conference room to be used; and you, for the entire time frame (including 1.5 hours before and after for setup and take down). You can then inform interested parties of the room location. If there is no availability for the date requested, Shirley will contact you directly. If the presentation is not located at 1 West Wilson Street, be sure to complete all the necessary off-site information below, and know that it will be your responsibility to provide lodging for 1 or 2 people, if necessary.
3. Schedule a pre-session event-planning meeting with Moira Lafayette and Donny Neuert in the DPH Education and Training Unit to review format and session requirements.
4. Provide advance copy of presentation materials in electronic format (power point, video, other) to Donny Neuert.
5. Forward electronic photo image of presenter to Donny Neuert.

Your name		Telephone ( )
E-mail address	Div/Bur/Prog	
Date(s) of event (mm/dd/yy)	Beg/End Time (include 1.5 hours set up and 1.5 hours take down when scheduling site)	
Title of event		
Description of event		
Target audience (on-site and/or on-line)		
<input type="checkbox"/> Live broadcast	<input type="checkbox"/> On-demand viewing after presentation	Number of speakers
Format <input type="checkbox"/> Lecture <input type="checkbox"/> Panel <input type="checkbox"/> Scenario <input type="checkbox"/> Discussion <input type="checkbox"/> Computer demo <input type="checkbox"/> Other		
Event address if not at 1 West Wilson		
If event is not at 1 West Wilson, name of Technical Contact at meeting facility		
Name	Telephone	e-mail address