

# COMMITTEE VIDEO AND TELEPHONE CONFERENCING REQUEST FORM

Please fill out this form if you would like to include a video or audio conference as part of an upcoming committee meeting. The committee chairman and presiding officer must approve audio and video conference requests from standing committees. When completed, the form should be turned in by the committee secretary to the Sergeant-At-Arms, who will work with the Audio/Video Coordinator to schedule the conference. The Legislative Services Division needs as much advance notice as possible to schedule, so please complete and return this information as soon as possible once you have confirmed that you would like to hold a video or telephone conference.

## COMMITTEE MEETING INFORMATION

**Committee Name:** \_\_\_\_\_

**Meeting Date:** \_\_\_\_\_

LSD confirmed

**Meeting  
Start Time:** \_\_\_\_\_

LSD confirmed

**Meeting  
End Time:** \_\_\_\_\_

LSD confirmed

The conferencing system is run automatically based on specific start and end times. You cannot schedule a telephone or video conference for "upon adjournment," but you must give a specific start and end time.

## VIDEO CONFERENCE APPROVAL AND AVAILABILITY

**Has the committee chairman approved the request and conference type (public hearing, sponsor-elicited testimony, expert testimony, etc.)?**

Individual committee members must obtain the permission of the committee chair to include a video conference in a committee meeting.

Yes

**Committee Chairman Signature:** \_\_\_\_\_

**Has the presiding officer approved the committee chairman's request?**

LSD will only book video conferences with the approval of the Speaker or President.

Yes

**Presiding Officer Signature:** \_\_\_\_\_

**Has your committee secretary reserved Room \*\*\* through the Sergeant-At-Arms?**

Room \*\*\* needs to be available and reserved to hold video conferences. During session, committee secretaries make the room reservations through the Sergeant-At-Arms, not the LSD.

Yes

# SELECT VIDEO CONFERENCE SYSTEM

**State of Montana – SITSD SummitNet Sites**

Please select up to five sites that you would like to include in the video conference, if you are using the State of Wyoming WVCS system. LSO will need to confirm with A&I that these sites are available on the date and time requested. Please keep in mind that many of these sites are not dedicated video conferencing locations and may not be available for your meeting.

- |  |  |
|--|--|
| <input type="checkbox"/> Billings – MSUB (24)      | <input type="checkbox"/> Helena – Mitchell Bldg (13) |
| <input type="checkbox"/> Boulder – MDC (10)        | <input type="checkbox"/> Helena - COT (25)           |
| <input type="checkbox"/> Bozeman - MSU (30)        | <input type="checkbox"/> Helena - DPHHS (12)         |
| <input type="checkbox"/> Butte – MT Tech (12-15)   | <input type="checkbox"/> Helena – DPHHS Aud. (148)   |
| <input type="checkbox"/> Dillon - Western (12)     | <input type="checkbox"/> Kalispell - FVCC (30)       |
| <input type="checkbox"/> Great Falls - COT (24)    | <input type="checkbox"/> Miles City - MCC (40)       |
| <input type="checkbox"/> Havre – MSU Northern (18) | <input type="checkbox"/> Missoula (30)               |

**LSD reserved the sites above with the following exceptions:** \_\_\_\_\_

**Non-State Sites**

Please note that LSD will need to verify that our system can access a non-state site in advance of the meeting and that a non-state site is available.

Montana Tribal Colleges	Eastern Montana	REACH Montana	Montana Partners in Health Telemedicine Network
	Telemedicine Network (EMTN) (657-4870)	Telemedicine Network (455-5588)	(237-8654)
Salish Kootenai College, Pablo	Baker	Big Sandy	Absarokee
	Big Timber	Box Elder	Ashland
	Billings	Chester	Billings
	Colstrip	Chinook	Bozeman
	Columbus	Choteau	Butte
	Culbertson	Conrad	Dillon
	Forsyth	Cut Bank	Hardin
	Glasgow	Fort Benton	Harlowton
	Glendive	Great Falls	Helena
	Helena	Havre	Lewistown
	Livingston	Shelby	Miles City
	Malta	White Sulphur Springs	Red Lodge
	Miles City		Roundup
	Plentywood		Stanford
	Poplar		Cody, WY
	Red Lodge		Sheridan, WY
	Scobey		
	Sidney		

## TELEPHONE CONFERENCE APPROVAL AND AVAILABILITY

**Has the committee chairman and presiding officer approved the request?**

Individual committee members must obtain the permission of the committee chair and the committee chair must obtain permission from their presiding officer to include a telephone conference during a committee meeting.

Yes

**How many participants are joining the audio conference?**

If only one or two persons are dialing in, the committee secretary can call those persons directly. If two or more are dialing in, the participants will need to dial in using the State's Meridian Integrated Conference Bridge (MICB), a computerized audio conference bridge system available through the Department of Administration. All participants call either a toll-free or local calling number at a pre-designated time and are automatically connected to the conference bridge.

Line rates for conference calls are based upon the state's current long distance calling rate. There is no charge for local lines, but long distance calls are charged by the minute.

To schedule a conference call using the bridge system, call 444-2586 to verify that ports are available. You will be asked to submit a **reservation form**. Completed forms must be emailed to [audiocc@mt.gov](mailto:audiocc@mt.gov).

Number of participants: \_\_\_\_\_

For only one or two participants, the secretary will need the phone number of the participants:

\_\_\_\_\_

## TYPE OF CONFERENCE

**Public Testimony (video only)**

The meeting will be open to anyone interested in attending the remote video conferencing site. The Communications Officer will send out a media advisory alerting the public about the sites available and the committee secretary will include this information in the meeting notice. The Communications Office needs \*\*\*\* notice of this option to have sufficient time to send a media advisory to media outlets.

Bills to be considered: \_\_\_\_\_

**Communications Office sent media advisory and information included in committee meeting notice.**

**Expert Testimony (video or telephone)**

To obtain testimony from one or two presenters approved by the committee chairman at designated sites. No notice needs to be provided to the public for this option.

**Senate Confirmation of Potential Appointees (video or telephone)**

Thank you for completing this information. Please return this form to the Sergeant-At-Arms, who will work with the Communications Office to arrange the video conference.