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Tue, 07/01/2008 - 2:48pm — [cgries](#) ^[1]

LTER IM Conference Call - 6/23/08

Notes from Margaret O'Brien

we had about 12 connected at once, with 1-3 using voice only. Some people had to reconnect, and the video was poor for awhile (voice takes precedence).

Generally, people were pretty open to VTC being a way to get updates. As expected, some people were mostly listeners. We tried the hand-raising method - which worked well, but then people seem to feel they need to wait to be called on, rather than that a raised hand is the signal for "I'm going to talk now". But it's partly a matter of choosing the protocol, and getting used to the medium, as Don says. I think they liked the opportunity to be connected more than 1/year. Your group tomorrow is smaller - maybe that will make it easier to get input from everyone.

Topics: These are the high priority topics that Monday's group came up with:

1. NISAC/CI implementation planning (Wade) this was a clear first choice
2. IMexec (apparently no one reads the notes!)
3. LNO proposal status, and project status, specifically Ecotrends
4. Working group reports. This discussion kind of segued into a short discussion of the need for working groups to get together (with vtc?) before their update, and also that imexec needs input on what working groups to host this year.

Scheduling: For the most part, IMC seemed to like a regular schedule, with the list of topics and dates to be posted in advance. They asked if IMexec had already decided on biweekly, and I think I said "in theory..." so they may be looking forward to a NISAC report July 7&8?

The Ino people want to be in August, due to vacation scheduling.

and finally - we did get off topic for awhile. The recent rfp for supplement funds came up. Not really a problem, though we did run over the hour. I think though - that any kind of VTC will always be an opportunity to get some side info, as necessary. And if a scheduled update takes only 20 minutes (ie, the length of a powerpoint presentation), then that leaves quite a bit of time for discussion of either pertinent or side matters - generally, a Good Thing.

Perhaps IMexec should make the status of the working groups a high priority for the next conf call, so that we can start lining up WG-chairs for VTC updates.

Comments from Don Henshaw

I think we proved that this medium will be useful in planning for upcoming meetings and presenting reports.

A couple of observations from today's vtc:

- If the meeting is planned for 1 hour, try to adjourn after 1 hour.
- Set the rules for moderation at the start, e.g., everyone stay muted while not speaking, raise your hand to be recognized by the moderator, or have the moderator request a response from audio-only participants.

It's disconcerting when people talk and collide with other voices.

Perhaps the note-taker should be independent of the moderation task so the moderator can continually scan for raised hands.

- Be more specific with the vtc agendas, and perhaps try to map out the entire summer schedule and agendas soon so that report speakers can be lined up and vtc sessions placed on calendars.

I think with so many people involved (~15) that a format of having a report presented followed by moderated discussion within a given time constraint will work best. Perhaps if time is available after reports, there could be time for general announcements or additional topic discussion from participants.

Overall, I think there is a lot of potential for keeping everyone informed and for preparing for this year's meeting working groups.

LTER IM Conference Call - 6/24/08 (John Porter)

A. In attendance

1. Brunt
2. Boose
3. Kaplan
4. Ackerman
5. Porter

B. Discussion

1. meeting went well yesterday - 14 people
2. Margaret & Don's feedback
 - a) If we plan a meeting for an hour, stick to an hour
 - b) stay muted when not speaking, then raise hand to be recognized before unmuting
 - 1) be sure to include audio-only
 - 2) try not to collide
 - c) say your name before you speak
 - d) note taker independent of leader
 - e) updated VMS technology
 - 1) good chance for IM to show way
 - 2) EB using, but not science council
3. Monday's group
 - a) NIS development update
 - b) LNO looking at web conferencing - evaluating 4 candidates
 - 1) Meritec, WebX, Infinite Conferencing, Adobe Connect
 - 2) for sharing powerpoint on web
 - 3) play is to use polycom in concordance with Polycom
 - c) discussion
 - 1) Maybe do testing with smaller group....
 - 2) presentation is easy - interactivity is issue
 - 3) issues of single screen access for PPT and Polycom
 - 4) some have hand raising capability
4. probably keep splitting group

C. Goal

1. prepare for 1-day IM Meeting
 - a) report presented followed by moderated discussion
 - 1) 20 min report, then discussion - cut off at end of hour

D. Scheduling VTCs

1. LNO "blackout" dates

- a) starting in August - every other week
- b) IMEXEC is on the July 1st - without LNO aid
- c) want some info. meetings July 7-11 - can do
 - 1) then LNO goes on vacation July 13 for 2 weeks
- d) week of July 21st, we can still talk
- e) August = week of 4th (ESA week), week of 11th (Brunt Gone)
 - 1) will poll IMs to see...
- f) Sept. 1-5 (1 is labor day)
- g) plan for 5 meetings (conservatively) prior to IM Meeting

E. Topics

1. yesterday

- a) NISAC - CI planning
- b) instead of talks, prepare for working groups
 - 1) VTCs may take place of 5-min presentations
- a> data access tools Mark Servilla working on
- b> 09 CI survey
- c) time for 4 working groups
- d) LNO proposal status
 - 1) Ecotrends
- e) Decadal plan working groups
 - 1) need to do really quickly since due 15 July
 - 2) but we should be well-positioned
 - 3) technical details on dialing in
 - 4) could IMEXEC VTC invite people interested in people with ideas for supplements?
 - a> just need to know who they are
 - b> email brainstorming?
 - c> last IMEXEC had potential project links
- f) Reports of interest?
 - 1) see list in agenda
 - 2) NEON report
 - a> need to broaden
 - 3) also work on Web Services
 - 4) EIMC meeting will provide lots of information - maybe too much!
 - a> would be good to get reports on "new things" from EIMC
 - b> should we provide time at meeting or VTC for reporting back
 - c> could also have expanded "good reads" section in Databits
- 5) Unit Taskforce?
 - a> could that be potential topic for VTC?
 - b> small enough group that we don't need to take time of full group
 - 1> better to have private VTC of select group
 - 2> still have some hurdles
- 6) Controlled vocabulary
 - a> need some new focus
 - b> could be VTC
 - c> issues -
 - 1> developing or selecting vocabulary
 - 2> how will we implement it?
 - a: what tools?
 - d> simple vs. complex

e> plan for week of Aug. 25

7) NEON

a> might be able to get technology officer for NEON to talk to us in VTC

b> Marshall Peterson is their Tech Officer

c> Todd could check with him to see if they are at a point where a conversation would be worthwhile

F. Scheduling

1. when is best time for LNO Report

a) 19th - could do two in one day.... or just do 2 hour?

Virtual Updates ^[2]

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This material is based upon work supported by the National Science Foundation under Cooperative Agreement #DEB-0236154. Any opinions, findings, conclusions, or recommendations expressed in the material are those of the author(s) and do not necessarily reflect the views of the National Science Foundation.

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