

Subject: **BriefingEdge** version 13 New Features

Shared Rooms / Telepresence Scheduling

This is another one of those advanced, yet increasingly important features, as briefing programs learn to do more, with less. **BriefingEdge** introduced this feature earlier this year which allows you to schedule rooms from different briefing centers for a single visit, enabling demos, presentations and/or telepresence meetings to all occur in real time. All of the normal conflict checking logic has been built into this feature, even when the rooms and speakers cross time zones.

The process starts by defining a new room under the Room Administration program.....

User Administration	Site Administration
Users	Sites
Speakers	Rooms
	Site and Room Holidays
	Business Segments
	Country/Areas

Access/Update Room Info New Room

Please define your search criteria:

Room:

Site:

Room Status: Active Inactive Either

Pressing "Search" will list all of the active rooms in Chicago

To add a new room to a site

Room						
Search Results: 18 found , Sorted by Room						
Room	Extended Name	Site	Occupancy	Default Booking Room?	Sharable Across Sites?	Active Status
Apollo 11	Apollo 11	Chicago Briefing Center	22	Yes	-	Active
Award Room	Award Room	Chicago Briefing Center	18	Yes	-	Active
Chicago Video Conf (Shared Room)	Chicago Video Conf (Shared Room)	Chicago Briefing Center	8	-	Yes	Active
Consulate 1		Chicago Briefing Center		-	-	Active
Consulate 2/3		Chicago Briefing Center		-	-	Active

Once we press the "Search" button, a list of rooms for Chicago's site is produced. Please notice the new column called "Sharable Across Sites?". This is the field that allows rooms to be shared among your briefing centers.

In this example, clicking on the *Chicago Video Conf* room brings up the room administration screen for editing a room's profile.

Since this room has been marked as "sharable across sites", it can now be scheduled from any briefing center in your program. (Adding a sharable room to your agenda requires coordinator or higher access level.)

Room Information

Name: (Required)

Extended Name:

Site: ▼

Occupancy:

Should this room be used for default booking by Requestors? Yes No

Is this room sharable across sites? Yes No (Default booking rooms cannot be shared across sites.)

Notes:

Status: Active Inactive

There are several reasons why you would want to schedule a room across briefing center sites. For example, you may have another site close by where you demonstrate some products or services or you may want to set up a virtual briefing using HD video technology. In the next scenario, we are doing just that. We are scheduling a demonstration using video conferencing technologies at two briefing centers concurrently. The main visit is scheduled in the Chicago site and we will be using a room located in the Princeton briefing center as well.

This sample screen shows the agenda for the visit in the Chicago site.

Notice that we have created two, identical agenda items, both starting at the same time. By default, **BriefingEdge** assigns each agenda item to the main room. We will be switching the last one to look for a shared room in the Princeton site.

Change Visit Start/End Times
Main Room Assigned: ▼

Item Status	Schedule	Topics and Speakers
Tentative <input type="button" value="Confirm"/> <input type="button" value="Remove"/>	9:00 am to 9:45 am <input type="button" value="Change Details or Speaker"/> <input checked="" type="checkbox"/> Include on the Agenda Report	Topic: Customer Perspectives (Category: Customer and Collaboration) Display on Agenda as: Customer Perspectives Speaker and Title: - Display on Agenda as: - Room: Apollo 11
Tentative <input type="button" value="Confirm"/> <input type="button" value="Remove"/>	9:45 am to 10:30 am <input type="button" value="Change Details or Speaker"/> <input checked="" type="checkbox"/> Include on the Agenda Report	Topic: BriefingEdge Shared Room Scheduling (Category: Demonstrations) Display on Agenda as: BriefingEdge Shared Room Scheduling Speaker and Title: - Display on Agenda as: - Room: Apollo 11
Tentative <input type="button" value="Confirm"/> <input type="button" value="Remove"/>	9:45 am to 10:30 am <input type="button" value="Change Details or Speaker"/> <input checked="" type="checkbox"/> Include on the Agenda Report	Topic: BriefingEdge Shared Room Scheduling (Category: Demonstrations) Display on Agenda as: BriefingEdge Shared Room Scheduling Speaker and Title: - Display on Agenda as: - Room: Apollo 11

On the Agenda Report, display the scheduled start time for each agenda item

Create 2 agenda items for the same time

Edit Details of an Agenda Item

Topic Displayed on Agenda as: BriefingEdge Shared Room Scheduling

Select the start/end times
 Manually enter the start/end times

Start Time: am pm
 End Time: am pm

[Save / Rebuild Room & Speaker Lists with New Times](#)

List of rooms available between 9:45 - 10:30

Room:

- Apollo 11-Main
- Apollo 11-Main
- Aristotle (Princeton- Sharable Room)
- Chicago Video Conf (Shared Room)
- Consulate 1
- Consulate 2/3
- Copernicus Room
- Cotillion
- Demo Center

By clicking on *Change Details or Speaker* for that agenda item, we will be presented with a list of rooms (and speakers) that are available between 9:45 and 10:30 on that date. As seen from the screenshot which follows, the list will include available rooms from this briefing center as well as available shared rooms from other sites.

Now, notice the updated agenda.

Item Status	Schedule	Topics and Speakers
Tentative	9:00 am to 9:45 am	Topic: Customer Perspectives (Category: Customer and Collaboration) Display on Agenda as: Customer Perspectives Speaker and Title: - Display on Agenda as: <input type="text"/> Room: Apollo 11
Tentative	9:45 am to 10:30 am	Topic: BriefingEdge Shared Room Scheduling (Category: Demonstrations) Display on Agenda as: BriefingEdge Shared Room Scheduling Speaker and Title: - Display on Agenda as: <input type="text"/> Room: Apollo 11
Tentative	9:45 am to 10:30 am	Topic: BriefingEdge Shared Room Scheduling (Category: Demonstrations) Display on Agenda as: BriefingEdge Shared Room Scheduling Speaker and Title: - Display on Agenda as: <input type="text"/> Room: Aristotle (Princeton- Sharable Room)

2 concurrent agenda items using different rooms

We've assigned two agenda items to the **same** time frame, one using the main room, the other using a shared room. The process of assigning auxiliary (breakout) rooms is the same as it was before except that now the selection list of available rooms includes sharable rooms.

BriefingEdge automatically takes care of time zone differences when rooms are shared across time zones. For example, if you're looking at this agenda item from Chicago, the times are displayed exactly as entered. And if you go to the **Chicago center calendar**, you'll notice that the times displayed for the shared room are based on the **Chicago time zone**.

But, if you're working out of the Princeton site (which is an hour ahead of Chicago), you'll notice that the **Princeton center calendar** displays time times for the same resource (the shared room) based on the **Princeton time zone**.

The screenshot shows a calendar interface for the Princeton Innovation Center Site for the week of October 4-10, 2009. The calendar is titled "Princeton Innovation Center Site" and "CENTER CALENDAR". It includes navigation buttons for "Previous Week" and "Next Week", and a "Month View" button. The calendar is organized by day (Monday, Tuesday, Wednesday) and time slots (05, 06, 07). A red callout bubble points to a specific event on Wednesday, October 7th, at 10:45 am. The event is titled "Rogers, Buck" and is marked as a "Shared Resource booked by another briefing center". The event details indicate it is "Booked by Chicago Briefing Center: - Aristotle (Princeton- Sharable Room)".

	Name	Start Time	End Time	Type	Event/Customer -- Room (Room Time)
MONDAY 05					
TUESDAY 06					
WEDNESDAY 07	Rogers, Buck	10:45 am	11:30 am	Shared Resource booked by another briefing center	Booked by Chicago Briefing Center: - Aristotle (Princeton- Sharable Room)

It is important to note, in our example, that the Princeton coordinator cannot change a room at their site that has been allocated, or "booked", as a shared room from another site (in this case Chicago).

One additional point regarding shared rooms -- the Detailed Visitor's Schedule report, which shows your site's customers, rooms, coordinators, etc. for a week at a time, also shows all rooms being used during that week and will now show rooms being "borrowed" by other sites.

Finally, since we're discussing time zones, also be aware that when you assign speakers to a visit (and they can be speakers from any briefing center), **BriefingEdge** uses the speaker's home site to determine their time zone when sending invitations. That is, the invitation displays the start time of the visit based on the speakers home site, regardless of what time zone the visit was scheduled in. For example, a visit is booked in site A at 9am. A speaker from a site that's 2 hours later is invited to speak on a 3:00 pm agenda item. The invitation will be sent to that speaker for 1:00 pm.