**Facilities Chair Report**

**General Board Meeting January 16th, 2021**

Submitted by Christine Crane

Facilities Chair

facilities@pdtca.org

1. Thank you to Larry Neville for organizing the pre recording of the Introduction with Jen and Paulette on January 19th at Calgary Telus Convention Center and working with FMAV to create the finished product to post in sched.
2. Quote from FMAV for providing AV services will be: $32993.42
3. During Calgary’s Teachers Convention, Paulette and I will be taking a tour of the FMAV set up at the Encore building during Calgary’s convention.
4. We will be setting up a Help Desk Zoom Room with Paulette, Bertha, Chris and myself for speakers, delegates, and moderators. We will post the link in the Sched.
5. Bertha and I need to meet with FMAV to ensure the following:
   1. Start recording when Speaker is ready to present.
   2. Close the Zoom Room after 45 minutes to end recording – regardless of whether or not the speaker is finished!
   3. Links in Sched to the next session won’t be available until 10 minutes before the session starts.
   4. FMAV will open the room when the link is open and enable the waiting room.
   5. They will let the moderator and speaker in early to get ready and then let in the rest of the participants.
   6. If in the event they can’t identify the speaker or moderator, they will let everyone in and ask the group who the speaker is.
   7. Then they will disable the waiting room for the rest of the session.
   8. They will transfer cohost privileges to moderators/speakers.
   9. Help manage webinars for pre recorded videos.
   10. Go through the schedule for Zoom rooms and sessions.
6. Looking forward to the Moderator Training this afternoon.