



## OFFICE OF THE CIO

### Video Conferencing Network

**To Schedule a Video Conference call 402-471-4130**

- **NVCN makes all scheduling arrangements within the State Network**
- Event starts 30 minutes prior to start time at no charge for technical assistance and training.**
- Assistance is available throughout the conference by calling 402-471-4130**

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#### Public Sites

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Lincoln Atrium	Capacity : 68	Omaha	Capacity :26
Lincoln Executive Building		Omaha State Office	
Suite 103		Room 207 (2 <sup>nd</sup> Floor)	
Lincoln, NE 68508		1313 Farnam	
Room Phone	402-471-3307	Omaha NE 68102	
Room Fax	402-471-3317	Room Phone	402-595-2781
		Room Fax	402-595-1138

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#### Private Sites

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The following is a list of privately managed video sites that can be accessed through the Nebraska Video Conferencing Network.

- Access is arranged through the Video Conference Scheduling Number 402-471-4130.
- Conferences are scheduled around the host sites existing schedules.
- Clients will be advised of the site status BEFORE the conference is confirmed.
- There may be additional charges by the host site if a room requires a technician or if scheduled after hours or on weekends. The additional charges will be billed by the host site separate from NVCN billing.
- \*Rooms with larger capacity are available upon request at an additional fee.

<b>Chadron</b>	<b>Capacity :</b>
Chadron State College	
Multiple Rooms	
10 <sup>th</sup> & Main	
Chadron, NE 69337	
Contact NVCN for assigned room information	

<b>Kearney – UNK</b>	<b>Capacity :</b>
Communications Ctr. Bldg.	
Multiple Rooms	
1918 University Dr.	
Kearney NE 68849-4125	
Contact NVCN for assigned room information	

<b>UNMC</b>	<b>Capacity:</b>
University of NE Medical Ctr.	
University Hospital	
Multiple Rooms	
985170 Nebraska Medical Ctr.	
Omaha NE 68198-5170	
Contact NVCN for assigned room information	

<b>Lincoln – NET Boardroom</b>	<b>2 Rooms</b>
NETV	
1800 N. 33 <sup>rd</sup> St	
Boardroom – Room 132	Capacity: 50
Lower Level Conf. Room	Capacity: 20
Lincoln NE 68503	
Room 132 Phone	402-470-6258
Lower Level Room Phone	402-470-6524

<b>South Sioux City</b>	<b>Capacity : 8</b>
City Hall	
1615 1 <sup>st</sup> Avenue	
South Sioux City, NE 68776	
Contact NVCN for assigned room information	

<b>Wayne</b>	<b>Capacity:</b>
Wayne State College	
Multiple Locations	
1111 Main St.	
Wayne, NE 68787	
Room Phone	
Room Fax	

**-Billing Information: Must be provided at the time of scheduling.**

**-NVCN is a closed network with IP capabilities**

**-Please Call: 402-471-4130 to set up a test. Scheduled conference will not be finalized until after successful compatibility testing has been completed. Testing required NLT 48 hours prior to conference.**

**-Additional charges may be applied for evening or weekend conferences, depending on site. Client will be advised when scheduling and a separate billing will be generated from the billing location.**

**-\$50.00 Room Restoration Charge will be applied to billing charges if site staff is required to return The room to its original configuration after the conference.**

“The Division of Communications is committed to compliance with the Americans With disabilities Act (ADA). It does not discriminate on the basis of disability in the admission or employment in its services, programs, or Activities. Upon request, reasonable accommodation will be made to allow individuals with disabilities access

Please make any requests in advance to NVCN to allow Division of Communications To make alternate arrangements”

[http://cio.ne.gov/network\\_serv/video/video.html](http://cio.ne.gov/network_serv/video/video.html)

## NVCN BILLING GUIDELINES

Rate	Category/Organization
\$20.00 per hour	Per hour per site for agencies hosting NVCN Equipment
\$40.00 per hour	Per hour per site for Non-Profit Organizations to include local, state, and federal governmental entities, educational entities within the state of Nebraska, and non-profit hospitals.
\$50.00 per hour	Per hour per site for Profit Organizations to include private or commercial, education entities outside the state of Nebraska, and hospitals for profit.
	IP CONNECTIONS
\$20.00 per hour	Host Sites
\$40.00 per hour	Government or Non-Profit Organizations
\$50.00 per hour	Profit Organizations
	RECORDING - .WMV or MP4
\$40.00 per hour	Government or Non-Profit Organizations
\$50.00 per hour	Profit Organizations

NVCN requires pre-payment in full for commercial and non-government entities with credit card (Master Card or Visa) when the conference is confirmed.

### Cancellation Policy

- If a site is booked for a conference and is not needed, that site must be cancelled at a minimum of 48 hours prior to the videoconference to avoid late cancellation charges. Minimum Charge is 1 hour fee for the site(s) or conference not cancelled 48 hours out.
- If there are requested sites with no participants or if your conference should end earlier than the scheduled ending time, please call 402-471-4130. Site cancellations would incur a one hour cancellation fee. Adjusted ending times are in one-hour segments from the start of the connection and would constitute billing adjustments only if the originating site calls as the conference ends.
- System training is available 30 minutes prior to the start of the conference at no charge. NVCN will not be held responsible for late start conferences due to late training requests. When scheduling your connection, schedule for the time of the actual conference, DO NOT include set-up/training time.