Intranet Current: Page Survey Steps (select yes)

Panel 1

Was this page helpful?

○ Yes
○ No

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> Was This Page Helpful displays on the right side of the page.

> When the user selects "Yes" they get an opportunity to offer suggestions to improve the page.

Panel 2

Was this page helpful?

I found this page helpful because it is: (check all that apply)

☐ The information I needed
☐ Trustworthy
☐ Up to date
☐ Written well
☐ Other [   ]

[Back] [Submit]

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> A brief thank you and the survey disclaimer appear when the user presses the "Finish" button.

Panel 3

Was this page helpful?

Thank you. Your feedback is important to us and will help improve our website.

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Burden Disclosure
Public reporting burden for this collection of information is estimated to average 2 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA# 0925-0668. Do not return the completed form to this address.

Intranet Current: Page Survey Steps (select no)

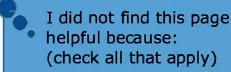## Was this page helpful?

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Was this page helpful?

I did not find this page helpful because: (check all that apply)

☐ Too little information
☐ Too much information
☐ Confusing
☐ Out of date
☐ Poorly written
☐ Other _____

Back **Submit**

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Search

Meeting and Conference Services

Meeting and Conference Rooms

- Fishers Lane Meeting and Conference Reservations
- NIH Events Management, Conference Facilities (NIH website)
- Requesting Approval for the Acquisition of Temporary Commercial Conference Space

Remote Access/Virtual Meetings

WiFi Network

5601 Fishers Lane provides a new and more secure high-speed wireless network, which provides access to NIH and NIAID resources. In addition, docked and Ethernet-connected laptops will automatically connect to the wireless network when they need to be taken to other areas (e.g., from your office to a collaborative space).

On your first day in the new office, simply plug your laptop or device into the network, and your profile will automatically be updated to take advantage of this resource.

Virtual Meetings

Virtual meetings reduce the need for travel and meeting space. All conference rooms are configured to allow for the use of Microsoft Skype for Business, an easy-to-use, unified communication platform. It provides presence status, instant messaging, voice, and video meeting services. Microsoft Skype for Business can handle most virtual meeting requirements. If you have questions about setting up a meeting, contact the customer service desk at NIAIDIThelp@niaid.nih.gov or 301-402-2502.

Conference Room Audiovisual Equipment

The team rooms and libraries are standardized so that the same equipment is used throughout 5601 Fishers Lane, allowing for better equipment interoperability and shortening the learning curve for NIAID staff. Each resource library and collaborative team space provides 80-inch LED monitors, ceiling-mounted projectors, video conferencing capabilities (cameras, microphones, speakers) tied through Skype for Business, a standard computer, and a wireless mouse and keyboard.

Audio Conferencing

- Telecommunication Services – Telephone products and services (NIH website)
- NIH Audio Conferencing (NIH website)

Videoconferencing

- VTC Overview
- Scheduling a Videoconference
- NIAID Videoconference Request Form (PDF)
- Videoconferencing Best Practices
- NIAID Conference Rooms with Videoconference Capabilities (Excel)
- Collaborative Technology Innovation and Video Services (NIH website)
  - NIH VideoCasting and Podcasting (NIH website)
  - NIH Web Collaboration (Adobe Connect Meetings) (NIH website)
  - NIH Videocasting and Podcasting (NIH website)
    - Podcasting FAQ (NIH website)

Recording Options

- 5601 Fishers Lane Conference Center and Meeting Rooms

Equipment

- Recommended Webcam Equipment

Training

- Software and IT Equipment Training
  - GoTo Meeting
  - GoTo Webinar
  - Virtual Meeting Tool Presentation (PDF)
  - Microsoft Skype for Business

IT Assistance

- IT Help Desk
- NIAID Fishers Lane Conference Center Information Security Policy (PDF)
- NIAID Fishers Lane Conference Center SOP for Scanning External Media SOP (PDF)

Food

Was this page helpful?

◯ Yes
◯ No

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Meetings, Events, and Calendars

- Meetings and Events
- Meeting and Conference Services
  - Fishers Lane Conference and Meeting Room Reservations
  - NIAID Community Events

Meeting and Conference Services

Meeting and Conference Rooms

- Fishers Lane Meeting and Conference Reservations
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