

FACILITATOR'S GUIDE

Graduated Sanctions: Effective Intervention Strategies For Addressing Delinquency

Tuesday, March 22, 2005
1:45-3:15 PM EST

A Live National Satellite Broadcast

Produced by the
Office of Juvenile Justice and Delinquency Prevention
U.S. Department of Justice
And the
Juvenile Justice Telecommunications Assistance Project
Eastern Kentucky University—Training Resource Center
In cooperation with
The Juvenile Sanctions Center
And the
National Council of Juvenile and Family Court Judges

SITE FACILITATOR'S CHECKLIST

Responsibilities Before The Broadcast

By now you, or your designee, should have made arrangements with a facility to provide a satellite dish or Internet connection and a room for viewing the videoconference.

INSTRUCTIONS FOR SATELLITE DOWNLINK SITES:

Satellite Receiving Dish

The satellite dish you will be using for this videoconference will receive a "C" band or "Ku" band signal. Satellite Coordinates are as follows:

	<i>C-BAND COORDINATES</i>
SATELLITE:	Galaxy 11 (91 degrees west longitude)
TRANSPONDER:	16
FREQUENCY:	4020 MHz Vertical
AUDIO:	6.2/6.8
	<i>Ku-BAND COORDINATES</i>
SATELLITE:	Galaxy 11 (91 degrees west longitude)
TRANSPONDER:	13
FREQUENCY:	11960 MHz Horizontal
AUDIO:	6.2/6.8

TO TEST SIGNAL: A test signal begins **30** minutes prior to the live broadcast. Technicians should check satellite receive equipment during that time.

Television

A television that has a channel selector (tuned to the channel on which you will be receiving the program). This broadcast will have closed captioning available. Please refer to the television owner's manual or on-site tech person to enable this feature.

Note: Ask for as large a screen as possible. If you expect more than 10-12 people at your site, ask if another TV set or a video projector can be provided.

You are welcome to tape the program, so, if possible, have a VCR connected to the TV

INSTRUCTIONS FOR ONLINE VIEWING SITES

In order to view this conference you will need to have the following software configured on your system:

- A 28k modem or higher (for audio/video) or high speed Internet access
- A set of speakers and a sound card
- [Microsoft Media Player](#) or [Real Player](#).

Do an advance check of your computer and projector. This may be done at

<http://www.juvenilenet.org/jjtap/sanctions/webview.asp>

Reception Issues

This cybercast will be sent out in 3 streams: 28k, 56k and 100k. The greater bandwidth you have, the better the picture will be. If you are viewing at a lower bandwidth, you may notice that the picture stops or “buffers”. This is normal and the video should begin playing on it’s own in a short time.

Technical Assistance

Prior to the day of the broadcast, you are encouraged to email (ekujjtap@aol.com) or call the EKU office at (859) 622-6671 if you need assistance.

Live Webcast

On the day of the broadcast the live streaming will take place at
<http://www.juvenilenet.org/jjtap/sanctions/webview.asp>

Videotapes

Videotapes of this program will be made available through the Juvenile Justice Clearinghouse. Please call 800-851-3420 or visit www.ojjdp.ncjrs.org to order. The cost is \$12.25 and they accept MasterCard, Visa, or a Purchase Order.

Archives

All OJJDP videoconferences are archived on the Internet to be viewed at anytime. The web address is <http://www.juvenilenet.org/jjtap/archives/index.html>

OTHER CONSIDERATIONS:

1. Meeting Space

You will need a meeting space that assures each seat has a clear view of the TV(s) or projector screen and will also allow participants to form small discussion groups, if needed.

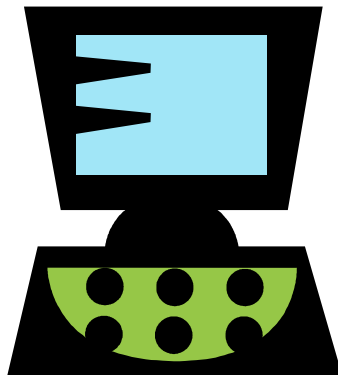
2. Supplies

Supplies you will need to provide: Name tags/pens, pencils, note paper

3. Facility Design

If you are in an unfamiliar facility, you should find out where restrooms and vending machines are, so you can tell the participants.

**To submit questions:
On the day of the broadcast a bulletin board will be
available to submit questions to the panel at
www.juvenilenet.org/jjtap/sanctions/webview.asp**



SITE FACILITATOR'S CHECKLIST

Responsibilities The Day of The Videoconference

As with any conference or workshop, a satellite videoconference needs someone to make sure the event runs smoothly at each site and that is the function of the Site Facilitator, including:

1. arriving early
2. making sure the technical person has tuned in the satellite receiver and TV or computer and projector,
3. greeting participants and handing out materials,
4. explaining the videoconference format to the participants,
5. facilitating group discussion before and after the videoconference,
6. ensuring that the participants complete an online evaluation
7. ensuring that the online Facilitator Evaluation is completed by you,

It would be a good idea for the Site Facilitator to bring someone to assist him/her.

Listed below are the specific tasks of the Site Facilitator on the day of the videoconference:

FACILITATORS ARRIVE:

You should arrive early enough to:

- make sure the room is arranged where all can see,
- make sure the phone is available and working,
- make contact with the technician. Ask him/her to adjust the equipment you are using to receive the videoconference.

TEST EQUIPMENT: (Site Technician)

There will be an opportunity to view the test slate for this broadcast. The test slate will announce the videoconference “Graduated Sanctions: Effective Intervention Strategies for Addressing Delinquency” and will begin at 1:15 PM EST until 1:45 EST at which time the live broadcast will begin. If you do not see the above at this time, ask the technician to re-check the equipment.

If, after checking, you still do not see the graphic, call **859-622-6671** and tell the person answering the phone that you have a technical problem. Technical staff will try to assist you in solving the problem. Please be aware that ECU will be of limited assistance with your on-site technical questions. **We highly recommend that you have a technician present during the broadcast.**

If you are viewing online, the live streaming will take place at:

<http://www.juvenilenet.org/jitap/sanctions/webview.asp>

PARTICIPANTS ARRIVE:

- Greet the participants
- Familiarize them with the facility.

FACILITATOR ORIENTS PARTICIPANTS:

- Introduce yourself to the group and welcome them.
- If the group is small enough, you might ask them to introduce themselves and tell what organizations they represent.
- Go over the format of the videoconference with them.
- Explain that your local group will be having a short discussion of the issues following the videoconference.

VIDEOCONFERENCE ENDS:

At the conclusion of the broadcast, the Facilitator should :

- Encourage the participants to stay in their seats a few moments to discuss the issues from the videoconference.
- Encourage your participants to complete an evaluation. These may be completed online at <http://www.trc.eku.edu/jj/ParticipantEvaluation.asp?confid=26>
- If you prefer, you may print this evaluation form, duplicate and mail to:
Jenny McWilliams
Juvenile Justice Telecommunications Assistance Project
102 Perkins
521 Lancaster Ave.
Richmond, KY 40475
- Please complete a Facilitator Evaluation. It can be found at:
<http://www.trc.eku.edu/jj/FacilitatorEvaluation.asp?confid=26>