

# Staffing Issues

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# General Guidelines

- **Small meetings can be handled by one person**
- **Larger meetings will need 2 or more depending on the size of the event.**
- **When you design your own staffing plans, keep in mind:**
  - **The strengths and weaknesses of the people on your team**
  - **The needs of your particular event**

# Each Site Has Its Own Staff

- **Each site participating in a given event is responsible for developing their own staffing plan, and filling the roles appropriately**
- **You may wish to work with a representative of each site on coordination of slides and flow of the meeting.**

# The Bare Minimum

- **At the main site:**
  - Meeting leader (ie, meeting chair)
  - Node operator (might be the meeting leader)
- **At all other sites:**
  - Node operator

# Bigger, More Polished Events

- **Producer of overall event**
  - Usually also acts as local Producer too
- **Technical Director of overall event**
  - Usually also operates node in some capacity
- **Floor Manager**
- **Additional node operators/assistants**

# Main Responsibility of Node Op

- **Monitor outgoing and incoming audio**
- **Manage front display wall**
- **Monitor outgoing video streams**
- **Manage microphones**
- **Manage podium laptop with presentation tools**

# Essential Communications

- **Use the MOO, the official Access Grid back-channel**
  - Communicate among staff at all participating sites
  - Communicate among staff at local site
- **Optionally, use telephone back-channel**
- **Optionally, use headset radios within the room**