



Schedule a WEN Video HOW TO PASSport Event

Easy Steps

- Find a compressed video conference for your class by searching the internet
- Gather important contact information; who to contact and where to register
- Fill out the PASSport Event Request Form. This form is located on the WEN Video website in the Forms and Information section
- Submit the request as an email attachment to the address below
- Video conferencing systems Test
- Await confirmation

Please remember:

Your event is not scheduled until you receive confirmation from the WDE WEN Video Scheduler!



The Wyoming Equality Network (WEN) Video System provides countless benefits for education. The WEN Video Network was implemented to provide equal access to students in the state of Wyoming and continues to expand. **Now you can utilize this great technology to enhance your classroom curricula in a single day event called PASSport.** Listed are some important tips to ensure your event is well planned.

- First, remember to talk to the proper individuals to approve a PASSport Event and associated costs. Be sure to include your IT Director as there

may be technology information that is necessary to facilitate a WEN Video event.

On the request form we will need:

Your Contact Information

Your Billing Contact Information

Selected Event website / phone number

- The minimum time frame for scheduling a PASSport Event is **4 weeks**. Please allow this amount of advanced notice to make the proper arrangements and test the connections.
- Costs for a PASSport Event will vary per event. You are responsible for obtaining approval and payment for the PASSport Event registration or other associated costs. You may receive a separate bill from the WDE for other charges such as test fees or long distance based on prior approval. Please see PASSport Guidelines for further information.
- **For PASSport Event ideas, take a look at the WEN Video website PASSport Event listing.**
- All event sites must be finalized 2 business days prior to the event for proper paperwork and connectivity procedure.
- The WEN Video Scheduler will communicate with you when the WEN Video sites are confirmed and reserved. At that time, you may communicate those locations to the attendees of your event. To assist you, links to specific WEN Video addresses are posted on the WEN Video website.



WEN Video is your PASSport to virtual field trips, one-time lesson enhancements and other compressed video classroom events

Other considerations:

Partner with other WEN Video locations to offer the event jointly and split the event costs.

Keep in mind school district time line requirements if needing transportation to a WEN Video location or facility use forms.

PASSport Events are not limited to the catalog list provided; let us know how we can meet your needs!

307-777-5657

wenvideo@educ.state.wy.us

WEN Video Website:

<http://www.k12.wy.us/wenvideo/>

