



“CAPITOL OF LIGHT” VIRTUAL TOUR

What it is:

Idaho Legislative Services Office (LSO) and Idaho Public Television (IdahoPTV) produced a Virtual Capitol Tour to provide more opportunities for Idaho residents who can't make it to the State Capitol in person. The tour is given using video teleconferencing equipment purchased with onetime funds from the Idaho Commission for Libraries' Broadband Technology Opportunities Program (BTOP) grant.

See a 4-minute overview of the tour at tinyurl.com/VirtualCapitolTour.

How it works:

The tour is designed for a legislator or tour guide to be located in the Capitol building while talking to virtual tour participants about the Capitol.

LSO will schedule your library's tour and send you a laptop for the video teleconference connection. IdahoPTV will coordinate a test call and connection for the day of the event. LSO staff will act as a tour guide or be a joint tour guide if a legislator is present. The tour is a minimum of 1 hour but can go longer.

Additional information and resources:

For more details about the “Capitol of Light” Virtual Tour, contact LSO at capitolvirtualtour@lso.idaho.gov or call Michelle O'Brien at 208.334.4580.

LSO also built a website to facilitate scheduling a tour, (virtual, self-guided, or physical) at: www.legislature.idaho.gov/capitol/capitol_building.htm

In addition to the Capitol Virtual Tour, ICfL's BTOP grant funded a self-guided online version of the tour at idahoptv.org/productions/specials/capitoloflight/tour.cfm.

HOW TO BOOK A GUIDED “CAPITOL OF LIGHT” VIRTUAL TOUR FOR YOUR LIBRARY

1. **Contact Legislative Services Office (LSO) to schedule a tour:**

208.334.4850 or capitolvirtualtour@lso.idaho.gov

2. **Give LSO your schedule details:**

- Main point of contact for tour/connection
- Date, time (minimum of 2 weeks notice and maximum of 6 months notice)
- Length of tour (1 hour, with a small amount of flexibility)
- Age range and number of people in group
- Your public Internet connectivity (minimum of 1.5 MB)
- Your library's [Legislative District](#)

3. **Receive Laptop Kit (system set-up is good for 5–10 participants):**

Kit to arrive 48 hours prior and includes:

- | | |
|------------------------------------|---------------------------|
| - Shippable case | - PowerPoint Presentation |
| - Laptop | - Tout Video Segments |
| - Quick Start list | - Built-in speakers |
| - Jabber teleconferencing software | - Webcam/microphone |

4. **Set up laptop and connection**

- Follow basic set up guide
- Idaho Public Television will schedule a test connection call 24 hours prior to tour
- Connection will be made 30 minutes prior to tour.

5. **Run tour**

- Laptop will be set to turn on with all software, web pages available on desktop.
 - Local page will have link to PowerPoint and each individual video.
 - Jabber teleconferencing software will automatically start.

6. **Return Laptop Kit**

- Libraries should return equipment within one week of tour.
- Return shipping information will be included.

Note: Libraries will be responsible for shipping costs. 2-day USPS is approximately \$20 each way.

THE LEGISLATIVE SERVICES OFFICE AND IDAHO PUBLIC TELEVISION LOOK FORWARD TO PROVIDING A VIRTUAL TOUR FOR YOUR LIBRARY USERS OR YOUR STUDENTS. PLEASE CONTACT THEM WITH YOUR QUESTIONS OR SUGGESTIONS.

FIND MORE INFO AT WWW.LEGISLATURE.IDAHO.GOV/CAPITOL/CAPITOL_BUILDING.HTM

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