

LTSG Video Conference Request Form

This form is for requesting teleconferencing services from Information Technology (IT). Completion of this form does not guarantee availability of services or equipment. All teleconferences will require a preplanning meeting between the local contact/sponsor and the IT staff. A test connection will also be required to ensure technical compatibility between the two systems. In order to help ensure room, equipment and personnel availability this form should be submitted one month in advance of the video conference date if at all possible. Please fill out this form and return it to the IT Dept. mailbox. The Local/LTSG contact is responsible for reserving the room and any additional required services through the scheduling office. You will be provided information on what room to reserve after this form is completed and returned to IT.

Contact Information:

Local/LTSG Contact Name: _____

Local/LTSG Contact Phone: _____

Local/LTSG Contact Email: _____

How many people will be attending locally: _____

Event Name: _____

LTSG Account #: _____

Date and Time Information:

One Time Event

Event Date: _____

Event Time: _____

If the events occurs over multiple dates at the same time complete the following:

First Date: _____

Last Date: _____

Regular Start Time: _____

Regular End Time: _____

Circle Days of Week to repeat on: S M T W T F S

Brief Description of Event:

Remote Site(s) Information.:

Site Name	Contact Person	Contact email	Contact Phone	VC Internet Address	VC Room Phone

(note: More than one site may require special services incurring additional costs.)

Type of Event:

- One-On-One meeting.
- Small group meeting.
- Interactive Class, LTSG providing content.
- Interactive Class, Remote site providing content.
- Non-interactive presentation, LTSG providing content.
- Non-interactive presentation, Remote site providing content.
- Other (please describe): _____
- _____
- _____

Special Needs:

- Make video recording of event (releases required)
- Computer display capability
- Elmo Visual Presenter (displays paper and other objects)
- Video/DVD/CD Audio playback
- Other: _____
- Other: _____
- Other: _____

For IT use only:

Setup:

- Second Camera
- Wireless Mics
- Laptop
- Wireless K/M

Location:

- Luther Room
- Library Lecture Room

Misc:

Test Shot: _____

Call Initiator: _____

Hours: _____ Cost: _____

Misc. Notes: