

VTC/Audio Conference Request Form

Conference Requester's POC information:

Name: Phone#:

VTC (Video Teleconference):

- New VTC request
- Update to a scheduled VTC

or

Audio Conference:

- New Audio Conference Request
- Update to a scheduled Audio Conference

Audio Conference ID: (four digit pass code, numeric only)

Max Audio Connections: (2-44)

Occurrence:

- One Time Conference
- Recurrent Conference (provide through dates):

Conference Name:

Date:

Time: (24 hour)

Duration: (30 min increments)

VTC Attendees/Sites:

Primary Audio Conference Call In number and PIN will be provided after VTC/Audio conference setup has been complete.

Fax completed form to:

Email form to

