VIDEO TELECONFERENCING REQUEST FORM

1. Name of Requestor:
2. Date of VTC:
3. Time of VTC (Start and End):
4. Remote location:
5. Name of Participant at Remote End:
6. Type of Connection:
7. Do you want the conference recorded:
   1. If So do you want a Composite Video with Audio file
   2. An Audio only file
   3. Both
8. Contact Information of Remote Technical staff for us to test with if not an OSC field office:
   1. Name
   2. Phone
   3. E-mail