



## Teleconference Request Form

Please complete and return 24 hrs. Prior to Event

Event Title: \_\_\_\_\_

Event Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

ESU7 Staff Contact: \_\_\_\_\_

Other Staff Invited: \_\_\_\_\_

Room Booked: Oak Room Maple Room Walnut Room Cottonwood Room Pine Room  
Sped Room A Sped Room B Sped Room C Sped Room D Other: \_\_\_\_\_

DL Equipment: Migrant Cart ESU 7 Dual Lifesize Cart DL Room  
Sped Cart Sped Dual Lifesize Cart

Is this a Scheduled Connection (through ESU7 Bridge)? Yes No

IP Addresses to Dial: \_\_\_\_\_ Location: \_\_\_\_\_  
\_\_\_\_\_ Location: \_\_\_\_\_  
\_\_\_\_\_ Location: \_\_\_\_\_

How will the Dialing be Initiated: ESU7 Remote Site Other: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments/Problems during Teleconference: \_\_\_\_\_  
\_\_\_\_\_