

**New videoconference request form (online form—requires design & programming)**

**SIUE Videoconferencing Classroom Request Form**

Person who will be conducting/leading the course or event:

Name:

\_\_\_\_\_

Phone number:

\_\_\_\_\_

Email:

\_\_\_\_\_

Person who is responsible for answering questions about this request, if different from above:

Name:

\_\_\_\_\_

Phone number:

\_\_\_\_\_

Email:

\_\_\_\_\_

Fax

University-sponsored purpose of videoconference (including course number, if applicable):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates & Times requested for videoconference calls:

Date	Time
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	

14
15
16

Videoconference call(s) will be made from:

- Edwardsville, estimated number of attendees: \_\_\_\_\_
- Carbondale, estimated number of attendees: \_\_\_\_\_
- Springfield, estimated number of attendees: \_\_\_\_\_

(Please provide an estimated number of attendees so we can schedule a room that is big enough.)

Videoconference call(s) will be placed to (check all that apply):

- Edwardsville, estimated number of attendees: \_\_\_\_\_
- Carbondale, estimated number of attendees: \_\_\_\_\_
- Springfield, estimated number of attendees: \_\_\_\_\_

or

- I will be calling a non-SIUE location, please provide address and number (so we can provide any required technical assistance):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

