



VIDEOCONFERENCE REQUEST FORM

(Please PRINT all information legibly)

What we need YOU to do:

- Fill out this form and FAX to us with a minimum of **5 working days notice** to (573) 882-5666.
- Make room and additional equipment arrangements, both locally and with remote facility.
- Contact Attendees.
- If using a PowerPoint presentation: bring laptop, projector, & provide paper copies to each site
- Use good Video Etiquette (Let MTN know if you need advice).

What WE will do:

- Arrange and perform a test call with the remote facility's videoconferencing contact.
- Contact you if the videoconference is not **technically** possible.
- Have an MTN staff member available for assistance, if needed.

Today's Date _____

Name of Requestor/ Contact Person: _____

Phone: _____ Email: _____

Department: _____

Description of Videoconference: _____

Date of Videoconference: _____

Time (Central Time): _____ Duration: _____

Will you need MTN Staff assistance with videoconference? YES NO

Will this be a regularly scheduled conference? YES NO

If yes, please explain: _____

Shanda Cash
Administrative Assistant
(573) 884-7958
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Aaron Woolridge
User Support Analyst Specialist
(573) 884-2322
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Video Conference Location Information:

For help call MTN Main Number at (573) 884-7958

Blue boxes must be filled in for each site that will be connecting

	Locations (be precise)	Site Contact	Site Contact Phone	Participant Contact	Participant Phone	Presenters	Type of Presentation	Number of participants
1.								
	Site Contact Email Address:			Participant Contact Email Address:				
2.								
	Site Contact Email Address:			Participant Contact Email Address:				
3.								
	Site Contact Email Address:			Participant Contact Email Address:				
4.								
	Site Contact Email Address:			Participant Contact Email Address:				
5.								
	Site Contact Email Address:			Participant Contact Email Address:				
6.								
	Site Contact Email Address:			Participant Contact Email Address:				

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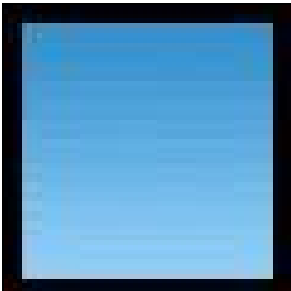


Below are several screen formats to choose for your conference. Please **CIRCLE** the one that best suits your needs.

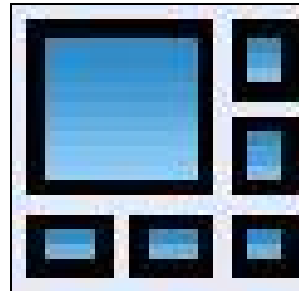
A few things to remember regarding the different formats:

- 1) Each square in the screen format represents a different site. This does not include the near site (your site). You would only be seen in the picture-in-picture.
- 2) The format chosen is the screen format that each site will see.
- 3) The number of sites in the conference is not limited to the screen format you choose. For example: If you choose format #3, you could have more than 4 sites connected or you could have less than 4.
- 4) If you choose format #1 only the speaker will be shown on the screen.
- 5) Formats 1 & 2 are conducive to Power Point Presentations and formats 3 & 4 are not.

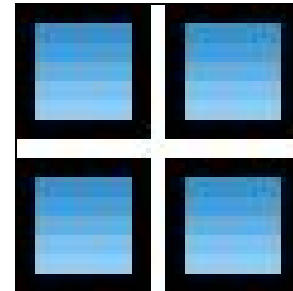
1.



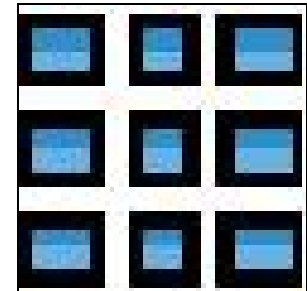
2.



3.



4.



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