



Video Conferencing Booking Request

For assistance please contact us by email at video.conferencing@acadiau.ca. If you cannot email this form you may fax it to (902) 585-1764.

ALL REQUESTS MUST BE MADE A MINMUM OF 2 BUSINESS DAYS IN ADVANCE!

Acadia Site Contact Information

Name	<input type="text"/>		
E-Mail	<input type="text"/>		
Phone #	<input type="text"/>	Cell#	<input type="text"/>
Dept./Company	<input type="text"/>		
Acadia Employee	<input type="checkbox"/>		

Far Site Contact Information

Name	<input type="text"/>		
E-Mail	<input type="text"/>		
Phone # (w/ac)	<input type="text"/>	Cell# (w/ac)	<input type="text"/>
Company	<input type="text"/>		
Time Zone	<input type="text"/>		

Call Information

Date of Event	<input type="text"/>	Start Time (AST)	<input type="text"/>	Stop Time (AST)	<input type="text"/>
Purpose of Call	<input type="text"/>	Far End Start Time	<input type="text"/>	Far End Stop Time	<input type="text"/>
Call Type	<input type="text"/>	Call will be	<input type="text"/>	Location *	<input type="text"/>
Content	<input type="text"/>	Connection	<input type="text"/>	Number of Attendees	<input type="text"/>
Far End Location	<input type="text"/>	Far End Bandwidth	<input type="text"/>		
Far End Video Conferencing Numbers (IP/ISDN)***	<input type="text"/>				
Full Duration Tech support Required	<input type="checkbox"/>	Backup conference phone required	<input type="checkbox"/>	Quote required	<input type="checkbox"/>

Other Information (ie. Billing/Firewall Info)

* Have you booked your room though the Reservations office (x2665)?

** Fill out seperate forms for each location (for multi-point connections)

*** IP will be 4 sets of numbers separated by ". ". (eg. 216.325.125.115)

ISDN is a phone number (eg. 905-555-5448). We are now an IP only site. Bridging will be required through Teleus for ISDN connections. Call 1-800-652-3266 for bridging reservations.