



Video Conference Request Form

Details of Person Requesting Service

Name:	
Cell phone No.:	Telephone No. (incl. Area Code):
Address:	Email:
Date:	

Conference Details

Date:	Start Time:	End Time:
Library :	Are you hosting the meeting/session? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Number of people attending local site:		
Number of External Sites:		
Additional Information:		

Video Conference Participant Information

Host Site	Other Site
Location:	Location:
Dialing String:	Dialing String:
Room Phone Number:	Room Phone Number:
Technical Contact Name:	Technical Contact Name:
Technical Contact Phone:	Technical Contact Phone:
Email:	Email:
Other info:	Other info:

If your conference requires connection of more than **2** sites, a test must be completed at least **one week** prior to your session.

Please note the facility is not booked until you receive a confirmation email from library staff.

Video Conferencing @ your library is brought to you by:



If you have questions, please direct them to local library staff.
For more information, visit www.risenetwork.ca.

If your conference is between 3 or more sites, please fill in all applicable information.

Other Site	Other Site
Location:	Location:
Dialing String:	Dialing String:
Room Phone Number:	Room Phone Number:
Technical Contact Name:	Technical Contact Name:
Technical Contact Phone:	Technical Contact Phone:
Email:	Email:
Other info:	Other info:

Other Site	Other Site
Location:	Location:
Dialing String:	Dialing String:
Room Phone Number:	Room Phone Number:
Technical Contact Name:	Technical Contact Name:
Technical Contact Phone:	Technical Contact Phone:
Email:	Email:
Other info:	Other info:

Other Site	Other Site
Location:	Location:
Dialing String:	Dialing String:
Room Phone Number:	Room Phone Number:
Technical Contact Name:	Technical Contact Name:
Technical Contact Phone:	Technical Contact Phone:
Email:	Email:
Other info:	Other info:

Other Site	Other Site
Location:	Location:
Dialing String:	Dialing String:
Room Phone Number:	Room Phone Number:
Technical Contact Name:	Technical Contact Name:
Technical Contact Phone:	Technical Contact Phone:
Email:	Email:
Other info:	Other info:

If you have questions, please direct them to local library staff.
 For more information, visit www.risenetwork.ca.