



# SAN DIEGO STATE UNIVERSITY

## Instructional Technology Services • (619) 594-2047

### Request for Use of Video Conferencing System for Non-Academic event

Requestor's Name \_\_\_\_\_ Department \_\_\_\_\_

Phone number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Course # (if any) \_\_\_\_\_ Semester (Or Session) And Year \_\_\_\_\_

Date Of Meeting (mm/dd/yy) \_\_\_\_\_ Purpose of meeting \_\_\_\_\_

Event meets from \_\_\_\_\_ to \_\_\_\_\_ on \_\_\_\_\_  
(start time) (end time) (day or days of week)

I will interact w/ students at site: \_\_\_\_\_  
(examples: Imperial Valley Campus, CSU Chico, CSU Bakersfield)

My technical contact person at the distant site is:

\_\_\_\_\_  
(technician name) (phone) (e-mail address)

Will there also be participants in the classroom here in San Diego? NO  YES  How many? \_\_\_\_\_

Some things you should know about distance learning:

- Charges apply for all non-academic video conferences – for a quote, please email Rich Bakken ([Rbakken@mail.sdsu.edu](mailto:Rbakken@mail.sdsu.edu)).
- Interaction while “on camera” presents some unique challenges. It is strongly recommended that you contact ITS well before your video conference begins to discuss how to get the most out of the system, and to learn to use the presentation equipment in the classroom.
- If, during the course of the semester, you wish to cancel a video conference, to extend the duration of a class, or need to make any changes that involve the use of the instructional system and the technician's time, you must contact the scheduler (Rudy Arias) at 594-2358 (or [rarias@mail.sdsu.edu](mailto:rarias@mail.sdsu.edu)). There is much that goes on behind the scenes to support this instructional method and several persons (in addition to the technician) need to be informed of and agree to any changes.
- Other CSU campuses may have academic calendars that differ from SDSU's; be sure to discuss the schedule with the faculty member (or your contact person) at the distant site and agree upon the date for the first session, the last class session, and any breaks during the semester (especially spring break) if applicable.
- For academic use you must obtain the approval of your department chairperson before ITS can commit to supporting your video conference. After you've completed this request form, please ask your chair to sign and date the form before sending it on to ITS. Send form to Rich Bakken, ITS, Adams Humanities 1144, mail code 8114.
- Your feedback is important to us; we welcome any comments about what we are doing well, and how we might improve our services. Please send feedback to [Rbakken@mail.sdsu.edu](mailto:Rbakken@mail.sdsu.edu) or [Rarias@mail.sdsu.edu](mailto:Rarias@mail.sdsu.edu).
- I understand and agree to the following statements above:

\_\_\_\_\_  
(signature) (date)

DEPARTMENT CHAIR APPROVAL (required for all distance learning courses):

\_\_\_\_\_  
(signature) (date)