REQUEST FOR VIDEO CONFERENECE SERVICE (NON-ACADEMIC)

Today’s Date ______________ Your Name ______________________________ Phone ______________
Department __________________________________________ Email __________________________

Where is the distant site to which you want to connect? __________________________________________

Purpose Of Conference ________________________________________________________________

Conference Date ____________________________ (start time) ______________ (end time) ______________

Name Of Participant At Distant Site ______________________________ Phone ______________

E-mail ______________________________

Name Of Technician At Distant Site ______________________________ Phone ______________

E-mail ______________________________

Will there be additional participants at SDSU? ☐ No ☑ Yes  How many? ________

CHARGES MAY APPLY FOR NON-ACADEMIC VIDEO CONFERENCES. FOR A PRICE QUOTE, PLEASE CONTACT RICH BAKKEN (rbakken@mail.sdsu.edu) (619) 594-2047.

• Before submitting this request, confirm that the person or people at the remote site are available to video conference with you on the date and time you’ve specified.

• Interaction while “on camera” presents some unique challenges. It is strongly recommended that you contact ITS well before the date of your video conference to discuss how to get the most out of the system and learn to use the presentation equipment.

• If you need to cancel the conference, to extend the duration, or to make any changes that involve the use of the video conference system and the technician’s time, you must contact the scheduler, Rudy Arias, at (619) 594-2358 (rarias@mail.sdsu.edu). There is much that goes on behind the scenes to support video conferencing; several people (in addition to the technician) need to be informed of and agree to any changes.

• No food or drink are allowed in the video conference facility; you are responsible for enforcing this policy during your conference.

• 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 or rarias@mail.sdsu.edu.

ITS DOES NOT PROVIDE VIDEO CONFERENCING SERVICES FOR ANYONE OTHER THAN SDSU FACULTY, STAFF OR ADMINISTRATORS. NON-AFFILIATES SHOULD SEEK LOCAL FOR-PROFIT BUSINESSES THAT OFFER THE SERVICE.