

Voice Conference Request and Use Agreement
(send to Telecommunications when completed)

Upon receipt of this signed request, Telecommunications will contact the Requestor to confirm and schedule the voice conference. On the date and time listed on this form, Telecommunications will set up and host the conference. The Host will drop off once the conference has been established. At anytime you can contact Telecommunications at (661) 654-3200.

Requestor _____ (please print) extension _____

Moderator _____ (please print) extension _____

Date of Conference _____ Time of Conference _____

Approximate number of attendee's _____ (maximum is 50)

Estimated length of conference _____

Do you want a recording of the conference? _____

The Following Department & ChartField are to be charged for voice conference services:

Department: _____

Business Unit: _____, Account: 604001, Fund: _____, Dept: _____

Program: _____, Project: _____, Grant: _____, Class: _____

Employee Signature _____ Date _____

Dean/Dept Manager _____ Date _____

The conference phone number is (866) 213-1863 and can be used anywhere in the United States.
International attendees can dial (609) 454-9911.
The access code for all attendees is 3487221.

Call (661) 654-3200 for assistance during the conference.