

## Conference Call Request Form

**How to use this form:** Download or save this form locally before filling out. Attached to a Fast Info Ask a Question, or send through interoffice mail to Conference Call Request, MSC07-4215. Sending through interoffice mail will delay your request.

There is no charge for the setup. Requestors will be assigned a toll free number with a meeting passcode and a leader PIN. Charges apply only if you use the number. Costs per minute per caller begin at \$0.03 and goes up, according to long distance charges for the attendees calling in.

If you want the freedom to schedule a conference call any time you need one, please ask to be set up for an Instant Meeting Conference Number. This number will be yours, and assigned solely to you. You may use it at any time.

If you require a conference call number for a single, non-recurring meeting, the same costs apply. However, the number will be available to you only during the times you have indicated for your meeting.

Any call with over 20 lines will incur an extra fee.

Billing appears monthly on the department telephone bill under Voice Services.

- ☐ This request is for a one-time scheduled meeting. The number will only be active during the scheduled meeting time.
- ☐ This request is for an instant meeting. The number will be assigned for my use until I have it disconnected.

### For all Conference Call Number Requests – all fields are required:

Banner Index: \_\_\_\_\_ Leader Name: \_\_\_\_\_

Leader / Contact Phone: \_\_\_\_\_ # of Lines: \_\_\_\_\_

Department Name: \_\_\_\_\_

### For Instant Meeting Conference Call Number Requests:

When the Instant Meeting has been set up, you will receive a confirmation email. If you do not receive a confirmation email within 24 hours of the acceptance of your request, please reply to this Fast Info, or call 277-1111 and someone will assist you.

### For one-time scheduled meeting conference call number requests:

Optional:

Announce: Toned in \_\_\_\_\_ or Operator Assisted (extra charge will apply) \_\_\_\_\_

If Operator Assisted, what password is requested: None or \_\_\_\_\_

When the one-time scheduled meeting conference call has been set up, you will receive a confirmation email. If you do not receive a confirmation email within 24 hours of the acceptance of your request, please reply to this Fast Info, or call 277-1111 and someone will assist you.