

Conference Call Request Form

How to use this form:

1. Download or save this form locally before filling out.
2. Attach 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 call 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 cancel a conference meeting at the last minute, there is no charge. You must use the Instant Meeting at least once every 6 months for it to remain active. You will only be charged when you use it.

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. Also, for one-time conference calls, cancelation fees may apply, if the call is canceled less than 24 hours before the call occurs.

Any call, Instant Meeting or one-time conference 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.

Date of call: _____ Time of call: _____ # of Lines: _____

Leader Name: _____

Leader / Contact Phone: _____

Department Name: _____

Banner Index: _____

- This request is for an instant meeting. The number will be assigned for my use until I have it disconnected.

Banner Index: _____ Leader Name: _____

Leader / Contact Phone: _____

Department Name: _____

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 277-0111 and someone will assist you.