

VIDEOCONFERENCING REQUEST FORM

The CRC's Videoconferencing Center is located in Research Building 12, Suite 1025 in the CRC Administrative Office. The center is for the exclusive use of CRC tenants and others with express permission of CRC Administration.

To use the center, please complete the following form and submit to the CRC Administrative Office. You will be contacted by the CRC when your event has been scheduled. Please notify the CRC if your event must be cancelled. Cancellations received less than 24 hours prior to the event will be assessed a \$25 cancellation fee. The room will be available 30 minutes prior to the event for set-up and testing.

The equipment in the center is a LifeSize Room 220 system that provides Full High Definition, standards-based 1080p30 and 720p60 for motion handling with lower latency. LifeSize Room 220 comes standard with an embedded 8-way Continuous Presence multipoint bridge showing 4 visible sites, complete with transcoding and all digital I/O. Plus, LifeSize Room 220 also has a point-to-point throughput of 8Mbps.

You will need to provide the CRC Admin Office with information about the system that you will be connecting to. It is recommended that your connection be tested several days prior to your event to ensure that the systems will communicate with each other. If the system that you are connecting to is a PC, software will have to be sent and loaded on the PC. Please allow time for this. While this is similar to a SKYPE connection, it is not SKYPE.

Requestor's Name: _____ Requestor's Email Address: _____

Requestor's Phone No. _____ Company: _____

Name of Event or Description: _____

Event Date: _____ Start Time: _____ End Time: _____

For CRC Use Only:

Total Event Time @ \$30 per hour or portion thereof: _____

Total Cost Billed: Invoiced _____ Tenant Services Billing _____