



CONFERENCE CALL REQUEST FORM

CONTACT INFORMATION

DEPARTMENT: _____ ACCOUNT #: _____
 NAME: _____
 EXTENSION: _____ SIGNATURE: _____
 E-MAIL: _____
 FAX: _____
 DATE: _____

CONFERENCE CALL RATES

| Minutes | Dial in |
|---------|----------|
| 60 | \$ 10.00 |
| 90 | \$ 15.00 |
| 120 | \$ 20.00 |
| 150 | \$ 25.00 |
| 180 | \$ 30.00 |
| 210 | \$ 35.00 |
| 240 | \$ 40.00 |

AN AUTHORIZED SIGNATORY IS MANDATORY. REQUESTS WILL NOT BE PROCESSED WITHOUT THESE PIECES OF INFORMATION.

Available Conference Calls

- Three party conference ([click for instructions](#))
- Sixteen party conference

Available Features

- No local access tolls from on campus participants.
- Local (518 Area Code) dial-in number for off campus participants.
- TSC customer service available M-F 8:30 am to 4:30 pm.
- Ability to lock conference call to prevent others from participating.
- Entry & exit tones for 16 party conference

For additional features such as 17+ conference parties, operator assisted calls, etc; call the TSC at 73800 for more information.

CONFERENCE CALL INFORMATION

| | |
|-------------------------------------|--|
| Date conference call to take place: | _____ |
| Time of Conference call: → | To begin at: _____ am <input type="checkbox"/> pm <input type="checkbox"/> To end at: _____ am <input type="checkbox"/> pm <input type="checkbox"/> |

Please contact the Telecommunication Service Center 24 hours in advance before cancelling a scheduled conference call. Any conference canceled on the day it was scheduled will incur a \$10.00 cancelation fee.

Speaker phones & conference units are available for loan free of charge at the Telecommunications Service Center upon availability. Please call 73800 to make a reservation.

All requests require a minimum of a 2-week notice from October through April and a 4-week notice for May through September.

For immediate assistance, please call the Telecommunication Service Center at 73800 or submit request at: <http://www.albany.edu/its/help>

Fax completed form to extension 73810 or mail to: Office of Telecommunications, Management Service Center, Room 209.

A representative from the Office of Telecommunications will contact you to confirm the availability of the time and date for your conference call.