

New Mexico Highlands University's Educational Outreach Services Video Conferencing Request Form

Please complete this form and submit it **at least** one week prior to scheduling a video conference to: New Mexico Highlands University, Educational Outreach Services, ATTN: Sharen Maldonado or Evonne Roybal-Tafoya, Box 9000, Las Vegas, New Mexico 87701. For questions, comments, and/or other concerns, call 505.426.2058 or 505.454.3271. You may also fax your request to 505.454.3066. *Please allow up to 48 hours for processing.*

Date: / /

Person Making Request: _____

Title: _____

Department/School: _____

Discipline: _____

-OR-

Name of External Agency: _____

Address/City/State/Zip: _____

Phone: _____

Fax: _____

E-mail Address: _____

Signature of Person Making Request

Date

APPLICABLE FEE FOR SERVICES REQUESTED (Check all appropriate categories):

A. External Agency Use Only: "Fees Vary by Service and Connection/Link"

EOS Video Conferencing Facility \$25.00/hour (in state) or \$50.00/hour (out of state)

Fee Per Hour
X Number of Hours _____

-OR-

Multi-point Conferencing \$22.00 to \$60.00/ hour/site
_____ Number of Additional Sites

Fee Per Hour
X Number of Hours _____

B. Intra-University Use Only: "No Charge"

- Faculty/Class Use
- Academic Advisement
- Other (Please Specify): _____

- Departmental/Office Meetings
- Orals Committee Members are:
Name: _____; E-mail Address: _____
Name: _____; E-mail Address: _____
Name: _____; E-mail Address: _____

Purpose of Meeting: _____

Dates/Times of Service: Total Number of Hours:

Day _____ From: _____ / _____ / _____ Start Time: _____ AM To: _____ / _____ / _____ End Time: _____ AM

List Sites/Centers to be Connected: Dulce Los Lunas Roswell Other (list below)
 Española Raton Santa Fe
 Farmington Rio Rancho Taos

Do you want this video conference to be recorded? Yes No If so, each participant must sign a release form for audio recordings/photos/videos.

Authorized Signature/Responsible Party for Payment

Date

For EOS Staff Use Only:

- Video Conference Scheduled
- Video Conference Re-scheduled due to Date/Time/Room Conflict

ITV Engineer Assigned to Crew the Video Conference: _____