



Media Distribution Services  
Cal Poly University  
San Luis Obispo, CA. 93407  
<http://www.mds.calpoly.edu>

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## Videoconferencing Reservation Form

Please complete, sign and fax to 805.756.2213

Please see our website for rates and conditions <http://www.mds.calpoly.edu/services/videoconferencing.html>

Department/Company: \_\_\_\_\_

Bill To (if different from information at left)

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Attention: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Cal Poly Department: \_\_\_\_\_

Dept. Billing Acct. #: \_\_\_\_\_

Signature Authorizing Payment: \_\_\_\_\_

Name of Conference: \_\_\_\_\_

Proposed Conference Date: \_\_\_\_\_

Far End Technical Contact Information

Conference Time: from \_\_\_\_\_ to \_\_\_\_\_

Tech contact for testing: \_\_\_\_\_

Number of People (approx.): \_\_\_\_\_

Email: \_\_\_\_\_

Type of Connection:  
 ISDN     IP     Don't Know

Equipment Type (PolyCom, Tandberg, PictureTel):  
\_\_\_\_\_

Special Conference Requirements:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of Connection:  
 ISDN     IP     Don't Know

Who will initiate the call: \_\_\_\_\_

ISDN #: \_\_\_\_\_

### Cancellation Policy

The cancellation of confirmed conference dates require 24 hours advance notice. There is a charge of 50% of the room reservation amount for less than 24 hours notice. "No shows" will be billed for the entire reservation amount.