

Bergen Community College Videoconferencing Room Request

The College has two high-tech video conference facilities capable of connecting the BCC campus to institutions and businesses throughout the world using video over the Internet. If you need access to these video conference centers for an event or for a class, please contact the Media Technologies department at (201) 447-7437. Scheduling priority is given to ITV classes and a brief orientation session will be required prior to the event for you to learn how to operate the equipment available in these facilities.

Name: _____

Date: _____

Dept.: _____

Phone: _____

Facilities Requested: TEC 117 _____ S 105 _____ Mobile Unit _____

Date of event: _____

From: _____ to _____

Program Description:

Technology Requirements

___ Videoconferencing Codec

___ VHS Playback

___ Audio Conferencing

___ DVD Playback

___ Satellite Downlink

___ Visual Presenter

___ Satellite Uplink

___ Networked computer

___ Other (Please describe)

Submitted by: _____

Approved by Media Technologies: _____ Date: _____

Approved by Scheduling Office: _____ Date: _____