

NIH Audio Conferencing

FAX IN RESERVATION: 301-496-2443, 301-402-8326

OR email to nihteleconf@mail.nih.gov

*For more details visit the website: <http://e-meetings.verizonbusiness.com/global/en/audioconferencing/index.php>

Institute Name: _____

Conference Leader: _____

Contact Name: _____

Leader Phone #: _____

Leader Fax #: _____

Email _____

Contact Phone #: _____

Contact Fax #: _____

Email _____

CALL DETAILS:

Please check the specific request(s) for your conference call

Type of Call: MEET ME ATTENDED MEET ME UNATTENDED COMBO DIAL OUT

Call Date: _____

Call Time: AM PM

Time Zone: ET CT MT PT

UK CET Other:

Premier Service: YES NO

Music on Hold: YES NO

Roll Call: YES NO

Announce In: YES NO

Tone In: YES NO

Silent Entry: YES NO

Tape Call: YES NO

Transcribe Call: YES NO

Notify Participants: YES NO

Participant Screening: YES NO

Duration: _____ Hr
_____ Min

Total Number of USAParties: _____

Total Number of INTL Parties: _____

Country (s) _____

Passcode _____

For Dial Out **Only** or Participant Screening:
Include the Leader's Full Name & Phone Number

Name: _____

Phone Number: _____

Name: _____

Phone Number: _____

Name: _____

Phone Number: _____

Name: _____

Phone Number: _____

Name: _____

Phone Number: _____

Name: _____

Phone Number: _____

Name: _____

Phone Number: _____

Name: _____

Phone Number: _____

If additional space for participants is needed, use another copy of this form.

-----CallCenterOperations Use ONLY-----

CRC (Billing Information) : _____

Authorization Code: _____