



# VTC Request Form

Complete and return to: [aphisremedy@aphis.usda.gov](mailto:aphisremedy@aphis.usda.gov)

Request Date:

## VTC REQUEST (Please provide all information)

Meeting Host  Phone #  Meeting Date

Coordinator  Phone #  Start Time

Facilitator  Phone #  End Time

Is this a multiple day event?  Yes  No

Does meeting require a live operator?  Yes  No

Live Operator Service means a VTC Operator stays on the call for the duration in the event there are any technical difficulties. This service is generally reserved for VIPs, complex or high profile calls, and external calls.

VTC Meeting Name (No Acronyms)

Do you need training prior to your VTC on how to connect the VTC?  Yes  No

Do you need training prior to your meeting on how to connect a Webinar?  Yes  No

## Participant Information (Complete Information for all Participating Sites)

| Select                | Participating Sites | Meeting Host  | Phone Number  | Meeting Facilitator                                     | Phone Number  | Room Number   |
|-----------------------|---------------------|---|---|---|---|---|
| <input type="radio"/> | Ames, IA            | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> |
| <input type="radio"/> | Fort Collins, CO    | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> |
| <input type="radio"/> | Minneapolis, MN     | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> |
| <input type="radio"/> | Raleigh, NC         | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> |
| <input type="radio"/> | Riverdale, MD       | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> |
| <input type="radio"/> | Washington, DC      | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> |
| <input type="radio"/> | Other               | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> |

## IT WORK ORDER

Video Conference  Yes/Point to Point  Yes/Bridgeline  Not Needed

Audio Conference (Up to 6, including self)  Yes  No

Bridgeline Needed(Up to 15, including self)  Yes  No

Pushing Presentation over VTC?  Yes  No

Webinar  Yes  No Webinar Tested  Yes  No

## To Be Completed by VTC Operators

Assigned Operator

Bridge Number  Notes

Master Ticket #

Related Ticket #s