



TEXAS TECH UNIVERSITY SYSTEM
Communication Services™

Conference Calling Request Form

Toll Free Dial-In Plan (no long distance charge to anyone)

The requestor of the conference call will be provided with the conference bridge phone number, access code, and the requestor's password code. The requestor of the conference call will need to provide the phone number and access code to other members of the call. The requestor will be charged \$0.035 per minute per participant. A confirmation E-mail will be sent to the E-mail address provided by the requestor when the conference call is scheduled.

Conference call requests must be submitted at least 48 hours prior to the desired time for the conference call. Conference calls may be requested Monday through Friday, 8:00 a.m. to 5:00 p.m. Please complete and fax the request form below to: Communication Services, Attn: Customer Service at 742-1343 or contact Customer Service at 806-742-2006, ext 245 for more information and assistance.

Operator Assisted Conference Calling is no longer available due to cost increases

Person Setting Up Conference Call: _____

Person Making Conference Call: _____

Person Setting Up Conf Call Contact Number: _____

E-mail of Person Where Confirmation will be Sent: _____

FOP Number to be Billed: _____ Date
of Conference Call: _____ Call

Start Time (CST): _____

Call End Time (CST): _____

Number of Participants: _____