



VTC Request Form

Complete and return to: 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