

**RADFORD UNIVERSITY
CONFERENCE CALL
REQUEST FORM**

To schedule a conference call involving four or more participants, complete and submit this form to Telephone Services. Incomplete forms will be returned and the processing of your request will be delayed. A \$22.00 service fee will be charged per conference call. A toll free number will be provided for incoming callers.

Date of Conference Call _____

Conference Leader: _____ **Phone** _____

Conference Leader email address _____

Conference call will begin at _____ **a.m.** _____ **p.m.**

Number of Participants _____

RU Department will pay per external participant.

Department Information:

Dept. Name _____

Budget Code _____

Required Signatures:

Requested by _____

Dean/Director _____ **(Required)**

To submit your request, visit <https://www.radford.edu/onestop> and click "Get Help" to submit an online ticket. Be sure to add this form as an attachment.

TS Office Use only:

Conference Leader notified:

Conference Bridge Number: _____

Billing:

Service Charge: \$22.00