

**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 service fee will be charged per conference call. If a toll free number is provided to incoming callers, long distance charges will apply at the COVA rate.

Date of Conference Call \_\_\_\_\_

Conference Leader: \_\_\_\_\_ Phone \_\_\_\_\_

Conference Leader email address \_\_\_\_\_@radford.edu

Conference call will begin at \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

Number of Participants \_\_\_\_\_ (do not include Conference Leader)

Conference Participants will pay for long distance charges

OR

RU Department will pay for long distance charges

**Department Information:**

Dept. Name \_\_\_\_\_

Budget Code \_\_\_\_\_

**Required Signatures:**

Requested by \_\_\_\_\_

Dean/Director \_\_\_\_\_ (Required)

Submit completed, signed form to: Telephone Services  
6600 or 6601  
Box 6887  
Fax: 6120

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**TS Office Use only:**

**Conference Leader notified:**

Conference Bridge Number: \_\_\_\_\_

Access Code Issued: \_\_\_\_\_

800 Number for Participants: \_\_\_\_\_ (if applicable)

**Billing:**

Service Charge: \$22 \_\_\_\_\_

Total LD Charges: \_\_\_\_\_ (no markup)

Entered in TM \_\_\_\_\_