

**To enable you to book and test your videoconference we need specific information from you and from the other site(s). You will be unable to complete the mandatory fields of the videoconferencing request form without this information. The details we require are:**

Your school:

Your telephone number:

The number of attendees at Newcastle:

Purpose: i.e. Lecture, interview etc

Time: Office hours or out of hours service

Type of videoconference: Point to Point (Newcastle and one other site) or multipoint (Newcastle and more than one other site).

**We need to know who will be responsible for initiating the call.**

**If you are having a multipoint we will also need to know the number of other sites involved in your videoconference. If we do not initiate the call, you are responsible for forwarding our connection details to the initiating site. These are;**

**ISDN +44 (0) 191 261 1225**

**E.164 0044 01 192 1001**

**If another university is initiating the call they may need our JVCS booking venue name, which is, [television\\_services@newcastle.ac.uk](mailto:television_services@newcastle.ac.uk)**

**\* Note: Our system does not normally accept incoming IP calls**

**The remaining details we require are;**

Start time:

Duration:

Remote site: i.e. Moscow, Russia etc

**For each remote site we need;**

Remote Number: ISDN, IP or E.164

Technical contact name:

Technical contact tel:

Technical contact email:

Additional Requirements: i.e. DVD playback, data sharing etc

### **Contact and booking details**

All bookings must be made using our online form, which can be found at;

<http://www.ncl.ac.uk/iss/tvservices/videoconferencing.php>