This form should be used to request a reservation for International Video Conferencing Facilities between LAU and the outside world.

The following are the steps to be followed:

1. Reserve the location (conference room or theater), through the college hostess (Beirut 1194 and Byblos 2102). While reserving the location, kindly allow an additional 30 minutes in the beginning for setup purposes.

2. Fill out this form and submit it to the IT Department 3 days prior to the date of the conference. You may submit a hard copy or email it to: video.conferencing@lau.edu.lb

3. Look for a confirmation that will be sent to the email address you have specified below.

<table>
<thead>
<tr>
<th>Location Reserved</th>
<th>□ Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Video Conference</td>
<td></td>
</tr>
<tr>
<td>Start time</td>
<td></td>
</tr>
<tr>
<td>End Time</td>
<td></td>
</tr>
<tr>
<td>Title of Conference</td>
<td></td>
</tr>
</tbody>
</table>

**Local Site**

- Requestor name:
- Requestor's Email Address:
- Requestor's Extension:
- Department:
- Contact Person:
- Contact Person's Extension:
- Number of Attendees:
- Campus:
- Location: □ Conference Room □ Theater
- LAU will: □ Place the Call □ Receive the Call

**Remote Site**

- Company or University name:
- Country/City:
- Requestor's name:
- Requestor's Email Address:
- Video Technical Contact's name:
- Video Technical Contact's phone:
- Video Technical Contact's Email:
- Video Conferencing's ISDN Phone:
- Number of Attendees:
- Transmission Speed (Max. 256 Kbps):

**Presentation Devices needed:**

- Microsoft Office?: □ YES □ NO
- Document Camera?: □ YES □ NO
- VCR?: □ YES □ NO
- Recording f Video Conference on VCR?: □ YES □ NO
- Please Add other Details as Needed: □ YES □ NO

**N.B.** Currently, multipoint Video Conferencing is not available from outside