

<b>RADFORD UNIVERSITY CONFERENCE CALL REQUEST FORM</b>
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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 \_\_\_\_\_