## Request for a Multi-Point Videoconference

Date of Videoconference:	
Start Time:	
End Time:	
Reason for videoconference:	
Requesting Agency/Unit:	
Contact Person:	
Contact Phone Number:	
Signature:	

Sites to be connected for Multi-Point Videoconference:

Site Name	Location	Site Coordinator	Coordinator Phone

This request must be faxed to NJDOC Videoconference Program Manager or designee <u>at least</u> <u>72 hours</u> (excluding weekends and holidays) prior to requested day on Multi-Point Videoconference. Notification and scheduling of individual sites is the responsibility of requesting individual/unit.

FAX: 609-633-2112 PHONE: 609-292-8942