



Bergen Community College Videoconferencing Room Request

The College has two high-tech video conference facilities capable of connecting the BCC campus to institutions and businesses throughout the world using video over the Internet. If you need access to these video conference centers for an event or for a class, please contact the Media Technologies department at (201) 447-7437. Scheduling priority is given to ITV classes and a brief orientation session will be required prior to the event for you to learn how to operate the equipment available in these facilities.

Name: _____

Date: _____

Dept.: _____

Phone: _____

Program Description:

Facilities Requested: TEC 117 S 105 Mobile Unit

Date of event: _____ From (time): _____ to _____

Technology Requirements

Videoconferencing Codec

VHS Playback

Audio Conferencing

DVD Playback

Satellite Downlink

Visual Presenter

Satellite Uplink

Networked computer

Other (Please describe) : _____

Submitted by: _____

Approved by Media Technologies: _____

Date: _____

Approved by Scheduling Office: _____

Date: _____