

VIDEOCONFERENCE SCHEDULING REQUEST

Videoconference Date >	Time >	Duration >
Title >		
Primary Coordinator >		Direct Ext. >
Secondary Coordinator >		Direct Ext. >
Service Area >		

HOST LOCATION

<input type="checkbox"/> OSDH Studio	<input type="checkbox"/> Sit Room	<input type="checkbox"/> Room 806	<input type="checkbox"/> OSDH is not a participating site.
--------------------------------------	-----------------------------------	-----------------------------------	--

NEXT STEPS

1. Invite county staff to participate and have them reserve their videoconference room.
2. Compile a list of participating sites (the limit is 35).
3. Two days prior to the event, we'll send you a form to confirm participating sites.
4. Submit the confirmation form to us by the specified deadline. If this form is not received by the deadline, the videoconference will be cancelled.

All communication should be via email and include Jay Burgess, Damon Cook, and both coordinators.