



# IFAS Communication Services Distance Education Center Room Reservation Form

## Guidelines

- **Requests must be made at least one week prior** to the scheduled presentation/event, (Note: presenters should arrive 30 minutes prior to the requested start time).
- **NO food or drink** is allowed in the Distance Education Center. If your event requires refreshments, they may be served outside, or other arrangements should be made.
- **The event can be videotaped upon request.** The requester must provide videotapes or they can be purchased for \$5.00 each.

## Center Contact Information

### Mail or Fax requests to:

Ron Thomas or Glen Graham  
 IFAS Communication Services  
 G005 McCarty Hall, P.O. Box 110145  
 Fax: (352) 392-3896

### Questions:

**Phone:** (352) 392-3893  
**General:** Contact Glen Graham  
**Technical:** Contact Ron Thomas

## Requester Contact Information

Requested by: \_\_\_\_\_ Request Date: \_\_\_\_\_  
 Department, REC, or County Office: \_\_\_\_\_  
 Campus Phone or Sun Com: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_ Confirmation Preference (check one):  Phone  Email

## Event Information

**1. Event Name/Purpose:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_ **Start Time (ET):** \_\_\_\_\_ **Stop Time (ET):** \_\_\_\_\_

**Number of Presenters:** \_\_\_\_\_ **Number of Participants Expected:** \_\_\_\_\_

**2. Event Recording** (check as needed):

Videotape **Number of Copies Needed:** \_\_\_\_\_

Streaming

**3. Please put a check** by all the activities you anticipate using during this event, as they will require assistance from the IFAS Communications Service staff:

meeting only (no ICS assistance needed)

view a DVD

view a videotape

connect to the Web

view a satellite downlink

present PowerPoint presentation(s)

use software on DE computer **(specify below)**

use software on requester laptop (Mac or PC)

panel discussion **(special set-up required)**

Other (please describe): \_\_\_\_\_

Special Instructions: \_\_\_\_\_