



Video Conference Request Form

FORM #476

Catholic Education Centre

Address: 9902 – 101st Street, Grande Prairie, AB, T8V 2P4

Telephone: (780) 532-3013 Fax: (780) 532-3430 Email: support@gpcsd.ca

Booking

All video conference to be held in CEC Video Conference suites must be booked through Central Office cec@gpcsd.ca by completing the attached form.

Instructions:

Please note: We require a minimum notice of 2 working days between your Video Conference form and the date of your video conference.

STEP 1: COMPLETE: the Request form

Details of Person Requesting Service

Name:	Organization or School:
Telephone No. (incl. Area Code):	Email:

Video Conference Details

Date:	Start Time (am/pm):	Finish Time (am/pm):	Have we dialed into this site before : Yes <input type="checkbox"/> No <input type="checkbox"/>
Conference Name:	Is a test connection required: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Data Presentation: PowerPoint <input type="checkbox"/> Web <input type="checkbox"/> Document Camera <input type="checkbox"/>	Call Speed (Our default is 768kpbs):		
Other <input type="checkbox"/>	Conference description or any other info:		

Video Conference Participant Information (If you require additional sites, please attach information on another copy of this form) SUPERNET (number will contain phone #@###.###.#.###)

CEC Site 1: Local (VC Room @ C.E.C.) Dial In <input type="checkbox"/> Dial Out <input type="checkbox"/>	Site 2: Dial In <input type="checkbox"/> Dial Out <input type="checkbox"/>
Location: Catholic Education Centre	Location:
Dialing String: <input type="checkbox"/> (Downstairs VC Suite)	Dialing String:
<input type="checkbox"/> (Upstairs Meeting Room)	Room Phone Number:
Technical Contact Name:	Technical Contact Name:
Technical Contact Phone: (780) 876 - 0055	Technical Contact Phone:
OTHER CONNECTION TYPE (ISDN/AIPP ADDRESS/SUPERNET/OTHER) may require assistance from IT BRIDGE INFORMATION CAN BE OBTAINED AT https://vcscheduler.ca/bridge	
ISDN <input type="checkbox"/> IP Address <input type="checkbox"/> Supernet <input type="checkbox"/> Other <input type="checkbox"/>	
Emergency contact : support@gpcsd.ca	Emergency Email:
Local Time Zone Difference If Any (+/- MST):	Local Time Zone Difference If Any (+/- MST):
Site 3 (If Multi-Point): Dial In <input type="checkbox"/> Dial Out <input type="checkbox"/>	Site 4 (If Multi-Point): Dial In <input type="checkbox"/> Dial Out <input type="checkbox"/>
Location:	Location:
Dialing String:	Dialing String:
Room Phone Number:	Room Phone Number:
Technical Contact Name:	Technical Contact Name:
Technical Contact Phone:	Technical Contact Phone:
Emergency email:	Emergency email:
Local Time Zone Difference If Any (+/- MST):	Local Time Zone Difference If Any (+/- MST):
OTHER CONNECTION TYPE (ISDN/AIPP ADDRESS/SUPERNET/OTHER) may require assistance from IT BRIDGE INFORMATION CAN BE OBTAINED AT https://vcscheduler.ca/bridge	
ISDN <input type="checkbox"/> IP Address <input type="checkbox"/> Supernet <input type="checkbox"/> Other <input type="checkbox"/>	

STEP 2: TWO DAYS NOTICE IS REQUIRED PRIOR TO ALL CONFERENCES.

EMAIL COMPLETED FORM TO [CEC@GPCSD.CA](mailto:cec@gpcsd.ca). OR FAX to 780 532 3013.

A confirmation will be sent back to you OR if not complete, form will be bounced back

*****VERY IMPORTANT: Indicate if the participant will be dialing in or if dialing out to the participant.**

STEP 3: When booking a room for the conference please allow 30mins before the conference time to setup the room. You will be required tidy up after the conference.

See back side for general information and how to tips.

- I. Ask the participants to supply the details of the person who has adequate technical ability to be their technical support during the video conference. A test will be booked prior to your conference to ensure that the proposed session will be successful. If a problem does occur during the conference this information will allow your Technical Support staff to easily confer so that the problem can be fixed as soon as possible.

Locations: Our **C.E.C. Video Conferencing Suite** is located in the lower floor board room of the Catholic Education Centre in Grande Prairie and can accommodate approximately 20-25 people comfortably,

Our **C.E.C. Upstairs Meeting Room** is located upstairs at the Catholic Education Centre and is used when the conference will have (approximately) three people or less on our side. Normal operating hours are 8:30 am to 4:30 pm Monday to Friday.

*******NOTE*******

We can only ensure that our end is working correctly. If there is a problem with the remote end of the conference it is the technical support person at the far end who must fix the problem. We can assist, but please ensure there is adequate technical support at the other end to support the conference.



**How Do I Join The SuperNet
Videoconferencing Service?**

VC Scheduler & Conference Bridge Bookings

Most SNVC bridge bookings will be made through the VCScheduler application. Access and instruction on utilizing this application, where applicable, will be made available through the SNVC Bridge desk at 780-644-SNVC (7682).

Should your ministry not yet be able to utilize the application, then bridge conferences may be scheduled by:

- Calling SNVC Bridge Desk at 780-644-SNVC (7682)
- Emailing the SNVC Bridge Desk with conference details at vchelp@gov.ab.ca
- "Bridge Booking Information form" is available from this website (<https://vcscheduler.ca/bridge>)
- VCScheduler is available online at <http://www.vcscheduler.ca/>

We look forward to working with you on any of your videoconference bridging needs. If you have any questions or comments regarding new services or considerations for this videoconference service, please contact

Tom Ness

Service Alberta

Phone: 780.415.8857 Email: Tom.Ness@gov.ab.ca