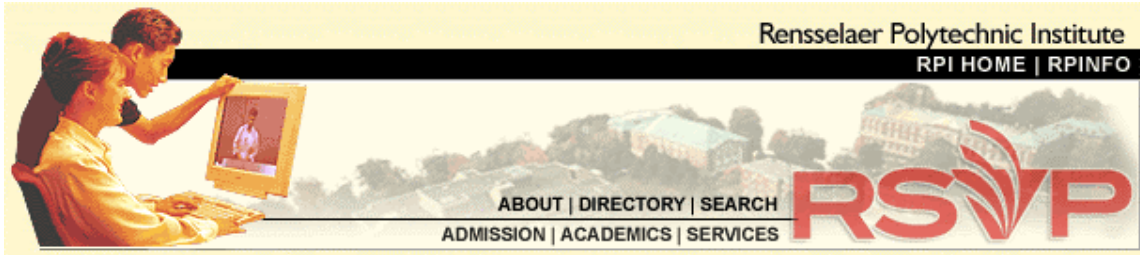


INSTRUCTIONS: In order to prepare for the delivery of RSVP's distance education program to your site both logistically and technically, the Office of Professional & Distance Education (PDE) at Rensselaer asks that you review the following information carefully.

Videoconferencing : For those sites participating by video conferencing, VSPAN is PDE's primary videoconference bridge provider. If your site would like to participate by videoconference, please go to http://www.rsvp.rpi.edu/services/academic_advising/forms.shtml. Print out and complete the videoconference form and fax it to (518) 276-8495. Your request will be submitted to VSPAN.

All new sites will need to be certified through VSPAN. VSPAN will contact all new sites directly to schedule certification and testing before the new semester begins. Confirmation of your videoconference reservation will be sent to all sites prior to the start of the semester. Sites are responsible for all videoconference bridge charges. If you have any questions about videoconferencing, please contact Jim Merola, merolj2@rpi.edu or call Jim at (518) 276-4389.



VIDEOCONFERENCING:

All bridge reservations for RSVP courses are made through PDE. Charges for bridge services will be billed to sites. If you would like a port reserved on the bridge for your site, please complete and fax the information below to: (518)276-8495 . If you are using more than one unit, please make additional copies of this form and fill out the information for each unit. Indicate which courses will be assigned to each unit.

Reservationist Name: _____

Phone Number: _____ EMAIL: _____

Phone Number in conference room: _____

Bridge confirmation sheets sent to _____ EMAIL: _____

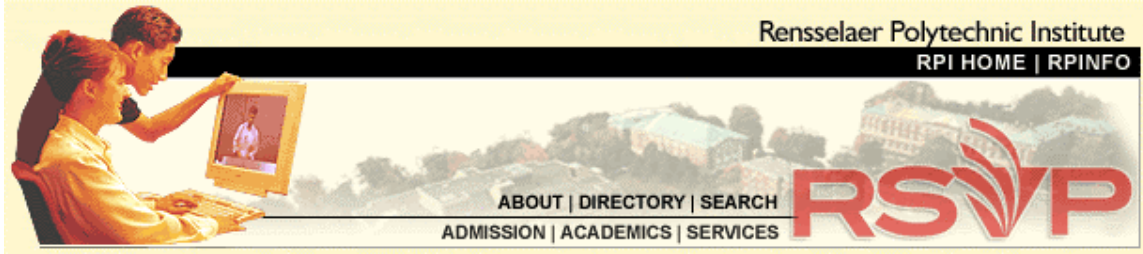
UNIT NAME (used for bridge reservations) : _____

UNIT DIAL-IN Number(s) _____

Algorithm (check): _____ Ptel SG3 _____ Ptel SG4 _____ H.320

Available Connections Rate(s): _____ 112K _____ 128K _____ 336K _____ 384K

List courses assigned this unit (can use course acronyms)



Financial Information: This information is used by the Videoconference Bridge provider for charges incurred with using a bridge only. Bridge reservations for a course will not be booked without this completed form.

NOTE: This form is not used by PDE to update their tuition billing information.

Purchasing Agent Name: _____

Address: _____

Phone: _____ EMAIL: _____

Please provide PO #: _____

----- PURCHASING INSTRUCTIONS -----