



# Videoconferencing Web Streaming Request

Date of Request:

### CUSTOMER INFORMATION

Name of person submitting request:

Phone:  e-mail:

Organization:

Dept. Name:

Event Facilitator/Instructor's Name:

Phone:  e-mail:

Billing Address:

### EVENT AND SERVICE FEE INFORMATION

Reservation Number:  Conference Number:

Starbak Port: (for office use only)

If a Course, Name and Number:

If a meeting, Title of meeting:

#### For recurring events complete the following:

Start Date:  Stop Date:   
Day of the week: M  T  W  R  F  S   
Start Time: AM/PM  End Time AM/PM

#### For one time event, complete the following:

Date:   
Start Time: AM/PM  End Time: AM/PM

Total Number of Hours:

#### TYPE OF EVENT -- CHECK ONE

Recurring event - Set-up fee \$50 (scheduled at one time)  One time event - Set-up fee \$25

#### Services: - Check those that apply to your event

- Encode and stream a live event: \$10 per hour with NO archive
- Encode and stream event at \$10 per hour PLUS archive fee of \$10  
After 10 business days, the event will be removed from the IVN server.
- Provide CD of event for \$20 per copy (Note DVD will be used if event is longer than 3 hours or involves a large number of sites.)
- Password needed for viewing/access:  (no longer than 6 letters or numbers, case sensitive.)

**NOTE: Confirmation of streaming will be sent to the requestor. Instructions for viewing a streamed event can be found at [www.ndivn.nodak.edu](http://www.ndivn.nodak.edu), scroll to Services, click on Streaming, click on Accessing a Streamed Event in the box on the left. Please pass this information on to your participants.**

**e-mail this form to: [scheduling@mail.und.nodak.edu](mailto:scheduling@mail.und.nodak.edu)**