**Health Science Center**

**Special Technology Requests**

**Contact Information:**

Contact Name

Contact phone

In general, when is a good time to call

Contact e-mail

Organization

**Details of Event:**

Title of event

Date of event

Time of event

HSC room number reserved for event

Please provide your request in detail, which includes any hardware or software needs, specific tools to be used at the event, etc. Examples: Skype to another location, Webex meeting

What are you expecting as support?

**Other sites involved:**

List remote site(s) involved for event. For each site, please list:

Organization Name

Contact name

Contact e-mail

Contact phone

Please add additional site information as needed

**Please e-mail completed form to Western Technical College at:** **pcservice@westerntc.edu**

**Two-week minimum notice required**

**5-2-17**