

# Office of Distance Learning

## RESERVATION FORM

Please select one of the following:

- JTS 234     Library 179     NB 116     Other (President's Office)  
 Web-conferencing     Non-Videoconferencing

### Near End Information

Name/Office Requesting Room: \_\_\_\_\_

Meeting Time/Date: \_\_\_\_\_

Number of Participants: \_\_\_\_\_      GSU Support Email: [prudhomme@gram.edu](mailto:prudhomme@gram.edu)

GSU Support: Jacques Prudhomme      Ph: 318-274-2871      Fax: 318-274-3761

### Far End Information

Company/Organization: \_\_\_\_\_

Meeting Time/Date: \_\_\_\_\_

Number of Participants: \_\_\_\_\_

IP Address: \_\_\_\_\_      Far End Support: \_\_\_\_\_

Far End Support Contact: \_\_\_\_\_      Cell: \_\_\_\_\_

Far End Support Email: \_\_\_\_\_

Test Date: \_\_\_\_\_      Time Zone: \_\_\_\_\_

Approved: \_\_\_\_\_

Eldrie B. Hamilton  
Director, ODL

Disapproved: \_\_\_\_\_

Eldrie B. Hamilton  
Director, ODL

Notes: \_\_\_\_\_