

NOTIFICATION OF SCHEDULING CHANGE

NETWORK DIRECTORS: Print, Complete & Fax to 715-234-1307

Name of Program/Meeting: _____

Original Program Time: _____ **Reservation/Conference Number:** _____

Day(s) of Week: Mo Tu We Th Fr Sa Su **Form Submitted by:** _____

<input type="checkbox"/> Program Cancellation:	(Effective Date)
<input type="checkbox"/> Session exception date:	(List Dates)
<input type="checkbox"/> Origination site change:	Modify: <input type="checkbox"/> Conference <input type="checkbox"/> Reservation (Check One ✓)
	(Describe) From: _____ To: _____
<input type="checkbox"/> Receive site change:	Modify: <input type="checkbox"/> Conference <input type="checkbox"/> Reservation (Check One ✓)
	(Describe) Drop: _____ Add: _____
<input type="checkbox"/> Receive site change:	Modify: <input type="checkbox"/> Conference <input type="checkbox"/> Reservation (Check One ✓)
	(Describe) Drop: _____ Add: _____
<input type="checkbox"/> Receive site change:	Modify: <input type="checkbox"/> Conference <input type="checkbox"/> Reservation (Check One ✓)
	(Describe) Drop: _____ Add: _____
<input type="checkbox"/> Change of session time/date:	Modify: <input type="checkbox"/> Conference <input type="checkbox"/> Reservation (Check One ✓)
	(List Change)
<input type="checkbox"/> Change MCU Layout Pattern Type to:	
<input type="checkbox"/> Change Mode to: <input type="checkbox"/> Lecture Mode <input type="checkbox"/> Lecture Show <input type="checkbox"/> Presentation Mode <input type="checkbox"/> People + Content	

RECEIVING SITES (OFF-NET)

CHANGE ROOM TO:	SITE NAME	NODE #	CHANGE SESSION TYPE TO:
<input type="checkbox"/> This ROOM will STANDBY for our call <input type="checkbox"/> This room will DIAL OUT to us Check One ✓	<input type="checkbox"/> Codec <input type="checkbox"/> Bridge Check One ✓ Alias: _____		<input type="checkbox"/> MCU Session <input type="checkbox"/> Non-MCU Session <input type="checkbox"/> HPLL Check One ✓
<input type="checkbox"/> This ROOM will STANDBY for our call <input type="checkbox"/> This room will DIAL OUT to us Check One ✓	<input type="checkbox"/> Codec <input type="checkbox"/> Bridge Check One ✓ Alias: _____		<input type="checkbox"/> MCU Session <input type="checkbox"/> Non-MCU Session <input type="checkbox"/> HPLL Check One ✓
<input type="checkbox"/> This ROOM will STANDBY for our call <input type="checkbox"/> This room will DIAL OUT to us Check One ✓	<input type="checkbox"/> Codec <input type="checkbox"/> Bridge Check One ✓ Alias: _____		<input type="checkbox"/> MCU Session <input type="checkbox"/> Non-MCU Session <input type="checkbox"/> HPLL Check One ✓

The originating network must also notify each of the sites that are affected by these changes.

NOTE: Submit Change Form rather than Request Form if modifying a standard reservation to an MCU Session.