

Need an audio conference for your meeting? This is the form you need to request it.

Digital copy available on the Camp Smith website: <http://dmna.ny.gov/campsmith/?page=resources>



# ARNG Video Operations Center



## HOURS OF OPERATION

Monday – Friday: 0600-1900 (ET)

Saturday & Sunday: Video Conference Require Approval

### AUDIO AND VIDEO RESERVATIONS, UPDATES, AND CANCELLATIONS

Send completed form to [NG.NCR.NGB-ARNG.MBX.AESD-NG@mail.mil](mailto:NG.NCR.NGB-ARNG.MBX.AESD-NG@mail.mil) or [NGB-HELPDESK@mail.mil](mailto:NGB-HELPDESK@mail.mil).

**For assistance, please call the Help Desk at 1-844-722-2373**

*48 Hour notice is highly recommended.*

*Secure VTC can NOT be supported from our facility.*

Due to limited resources, audio and video conferences with no connected participants will be terminated 15 minutes after start time.

### AUDIO/VIDEO COORDINATORS

Audio or Video conference requestor/coordinator is responsible for providing the participants with all relevant information pertaining to their conference in a timely manner. A soft copy of this form is available on the GKO web site where you will find procedures to fill out this form, a blank request form, and a spreadsheet with both classroom POCs and IP addresses. Fill out the request form and send your request to the Help Desk. The Help Desk email address can be found at the top of the form. For the direct link to GKO: [Click here](#)

### CONFERENCE REQUEST FORM

<b>*CONFERENCE TYPE:</b>		<b>* Indicates Required</b>	
Video Conference <input type="checkbox"/>	Audio Conference <input type="checkbox"/>	Update <input type="checkbox"/>	Cancellation <input type="checkbox"/>

<b>*Conference Name:</b>		<b>*Date of Conference(s):</b>	
<b>*Start Time:</b>	(ET) i.e. (HH:mm) 13:00 (Use 24HRS)	<b>*End Time:</b>	(ET) i.e. (HH:mm) 14:00 (Use 24HRS)
<b>*POC:</b>		<b>*Phone:</b>	
<b>*Email:</b>		<b>*Org, Dept:</b>	
<b>*State:</b>	NY	<b>*Office Symbol:</b>	

**COMMENTS:**

### AUDIO CONFERENCE REQUEST

<b>Number of Audio Lines:</b>	<b>Five Digit Audio Conference ID:</b>
<small>Number of audio lines is the number of individuals calling into the conference from separate phones.</small>	

### VIDEO CONFERENCE REQUEST. IF NECESSARY, ADD H.323 ALIAS IN THE COMMENTS SECTION.

**May participants be added without approval?** Yes  No

You MUST include location/organization and type of connection (IP Address or ISDN) in the details below.

### REQUEST DETAILS

Org/Video Participant	Conn. Type	IP Address/H.323 Alias	Org./Video Participant	Conn. Type	IP Address/H.323 Alias
1.		. . .	6.		. . .
2.		. . .	7.		. . .
3.		. . .	8.		. . .
4.		. . .	9.		. . .
5.		. . .	10.		. . .

*For additional locations, please add as many forms as required.*