

## Video Conference Room Request Form

Meeting Name: \_\_\_\_\_  
 Meeting Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ AM PM End Time: \_\_\_\_\_ AM PM (Actual)  
 Contact: \_\_\_\_\_ Organization or Dept: \_\_\_\_\_  
 Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

### Video Conference Rooms:

1. Select **A ROOM** below **where meeting will be hosted**: (seating capacity listed below in blue)

#### Conway

Burroughs & Chapin Auditorium (1100/303)  
 ITV Conference Room (200/218-B) \*  
 TechNet (200/216-A)

#### Grand Strand

Conference Center (Tom Maeser Auditorium)  
 Culinary Conference Room (500/107)  
 OIT Help Desk Conference Room (200/136)  
 Speir Boardroom (1000/1176)

#### Georgetown

Conference Room (100/106)

2. Choose **ROOM(S)** below that will be participant(s): (seating capacity listed below in blue)

#### Conway

Burroughs & Chapin Auditorium (1100/303)  
 ITV Conference Room (200/218-B) \*  
 TechNet (200/216-A)

#### Grand Strand

Conference Center (Tom Maeser Auditorium)  
 Culinary Conference Room (500/107)  
 OIT Help Desk Conference Room (200/136)  
 Speir Boardroom (1000/1176)

#### Georgetown

Conference Room (100/106)

#### Other

Off-campus  
 (External Video Conference, Webinar, In-Person meeting, etc.)

**\* Scheduling for this room is prioritized by the State. Any reservations that conflict with State meetings will be cancelled and a notification will be sent to the requestor to reschedule.**

#### Seat capacity per room

#### Conway

Burroughs & Chapin Auditorium 356  
 TechNet 15  
 ITV Conference Room 6

#### Grand Strand

Conference Center 350  
 Speir Boardroom 20  
 Culinary Conference Room 10  
 OIT Help Desk Conference Room 10

#### Georgetown

Conference Room 10

3. Select if presenter needs: (optional)

Content Sharing (PC presentation with others)

Live Streaming (Viewed via web link)

Recording (Choose how you want the recording delivered)

DVD  
 Web Link  
 Other (specify)

\_\_\_\_\_  
 \_\_\_\_\_  
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