

SAMPLE

Video Conference Questionnaire for Helpdesk/Customer

Name of person requesting meeting: Helen Yackel

Today's date: 6/25/2010

Phone Number: 505-476-8260

Date of Meeting: 7/16/2010

Alternate Number: 505-231-5498

Title of Meeting: LMS Training

Target Audience:

- | | | | | |
|-----------------------------------|---|-----------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> 8:00 am | <input type="checkbox"/> 8:30 am | <input type="checkbox"/> 9:00 am | <input type="checkbox"/> 9:30 am | <input type="checkbox"/> 10:00 am |
| <input type="checkbox"/> 10:30 am | <input type="checkbox"/> 11:00 am | <input type="checkbox"/> 11:30 am | <input type="checkbox"/> 12:00 pm | <input type="checkbox"/> 12:30 pm |
| <input type="checkbox"/> 1:00 pm | <input checked="" type="checkbox"/> 1:30 pm | <input type="checkbox"/> 2:00 pm | <input type="checkbox"/> 2:30 pm | <input type="checkbox"/> 3:00 pm |
| <input type="checkbox"/> 3:30 pm | <input type="checkbox"/> 4:00 pm | <input type="checkbox"/> 4:30 pm | <input type="checkbox"/> 5:00 pm | |

Video Conferences outside times listed above require prior approval.

All Meetings WILL CONNECT 20 Minutes Prior to the Requested time, and attendees will be alerted via the video conferencing system 5 minutes prior to the ending time.

Presenters Site: Siler (OHEM) - Room 231

Will you be sharing documents? Yes No

Please check the box of all sites requested including presenter site:

PDH Region 1

Farmington (San Juan County PHD)

Gallup (McKinley County Health Office)

PHD Region 2

Espanola (Rio Arriba County Health Office)

ERD Conference Room (Runnels)

Las Vegas Medical Center (NMBHI)

Las Vegas Medical Center (NMBHI Sandia)

Las Vegas CBS Site

Letrado

Mora CBS Site

Pecos CBS Site

Raton Public Health Office

Runnels Training Lab

Santa Rosa CBS Site

Secretary's Office

Siler Road Building F (OHEM)

Taos (Sangre de Cristo Network)

PHD Region 3

Bank of the West

Sandoval County Health Commons

Sequoyah Adolescent Treatment Center

Scientific Laboratory

Stanford District Office

Two Park Albuquerque (Sangre de Cristo Network)

Turquoise Lodge

PHD Region 4

Clovis Public Health Office

Hobbs Public Health Office

NM Rehabilitation Center

Roswell District Office

PHD Region 5

Alamogordo Public Health Office

Estancia

Fort Bayard Medical Center

Las Cruces (Solano Office)

New Mexico Veteran's Center

Silver City

Socorro County Health Office

Sites other than listed above

Site Name:

IP Address:

Contact Person:

Phone Number: