

Room Request Form

Name of Contact Person:		Today's Date:	
Phone #:		Email:	
College/Division:		Department:	
Check if course / enter #	Name of Course or Activity:		

Room Preference

Classroom
Conference Room
PC Training Room*

*Training room PCs include:

- Respondus LDB
- Secure Browser
- Healthbridge

Enter additional software needs below. Email special requests to: edts@downstate.edu

Room Requirements

All Classroom Services rooms are equipped with:

- A networked computer with MS Office, Zoom, Teams, Panopto and other supported software.
- A presentation display.
- A camera and microphone for lecture capture or remote collaboration.

Other Needs: _____

Activity Dates & Times

Date	Prep Time	Start Time - End Time	Cleanup Time *	Number of Attendees	Food (Y/N)
(sample) 08/16/19	3:45pm	4:00pm - 6:00pm	5:45pm	100	Y

Use page 2 for additional dates.

Will your class / event be?:

Local: All presenters and attendees are on campus.
AV in rooms is self-service. For support at meeting time, call AV at (718) 270-1215.

Streamed: All presenters and attendees are on campus with a live one-way stream
Contact New Media Services for streaming support. Call: (718) 270-7550.

Virtual: All presenters and attendees are remote.
You may not need a room on campus. Consult AV at (718) 270-1215 before booking.

Hybrid: Presenters and attendees are BOTH local and remote.
You must assign a moderator from your team to manage the online experience for presenters and participants. For help with Zoom click here or call (718) 270-1215.



Additional Dates & Times

rev 5/11/22 VC&CB