North Carolina National Guard
DISTANCE LEARNING

RESERVATION REQUEST FORM

E-mail to: Gail.Richards@nc.ngb.army.mil or David.Orear@nc.ngb.army.mil;
or Fax your completed reservation form to: (919) 664-6136 or DSN: 582-9136

Select Conference Type:
- ☐ VTC
- ☐ TC & Audio
- ☐ Meeting Only
- ☐ Audio
- ☐ Satellite Downlink

Conference Name: _____

Date of Conference (s): _____

Time Start: (EST) _____ Time End: (EST) _____

Coordinator (VTC Requestor): _____

Phone: _____ Fax: _____

Email: _____

Satellite Coordinates (C/KU Bands): _____

(Audio Conferences) Number of Lines:
(Up to 24 Lines if available) _____ Pass Code: _____

Site Name	GuardnetXXI/Commercial/DVSG	Facilitator/Name & Number
Example I: NGB, VA	GuardnetXXI	Dennis, Doe, xxx-xxx-xxxx
Example II: University of Raleigh	Commercial	Dennis, Doe, xxx-xxx-xxxx
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

*Denotes Audio Participants Only
Audio Bridge # 1 888-816-1465
Questions/Concerns, Please call:
DCSOPS-T, 919-664-6390/919 664-6470 or DSN 582-9390/9470 Return to DL Home Page