



Telecommunications Office 507-646-3041  
 Fax 507-646-3549

## CONFERENCE CALL FORM

You may request a multi-party conference call to include up to 25 people. The conference call will be set-up by a member of the Telecommunications Office staff. The cost is \$5.00 for set-up and 15¢ per minute for each long distance number dialed. This will be charged to the department account you list below. At the start time of the call, the Telecom Office will call the campus extension(s) first and continue adding callers until all parties have been connected. To request a conference call, please call our office at x3041 and schedule the call, then complete this form, print it and send it through campus mail, Fax it, or deliver it to the Telecommunications Office with the following information:

Date of Call:

Time of Call:

Department Name:

Department Account #:

College Contact Person:

Extension:

### List of Conferees (list all St. Olaf extensions first):

1) Name:

Number:

2) Name:

Number:

3) Name:

Number:

4) Name:

Number:

5) Name:

Number:

6) Name:

Number:

7) Name:

Number:

8) Name:

Number:

9) Name:

Number:

10) Name:

Number:

11) Name:

Number:

12) Name:

Number:

13) Name:

Number:

14) Name:

Number:

15) Name:

Number:

#### Office Use Only

Call Start Time: \_\_\_\_\_ Call Stop Time: \_\_\_\_\_ Call Minutes: \_\_\_\_\_

Total number of Long Distance destinations \_\_\_\_\_ X \_\_\_\_\_ call minutes = \_\_\_\_\_

Total minutes @ \_\_\_\_\_ cents a minutes = \$ \_\_\_\_\_

Long Distance Total: \$ \_\_\_\_\_ Set-up Fee: \_\_\_\_\_ Total Cost: \$ \_\_\_\_\_

Billed to Call Accounting:

Follow-up call: