Webcast Request Form

Please email this form to:
webcast@utk.edu

Hosting Department: _____-___

Department or Webcast Requester Contact: _____

Contact Phone: _____

Contact Email: _____

Billing Account Name: _____

Billing Account # or Billing Address: _____-_____-_____

IRIS Account Contact: _____

Phone Number: _____   Fax Number: _____

Event Date: _____

Event Time: _____

Event Duration: _____

Event Location: _____

What is/are the Presenter(s)' Name(s)? _____

What is/are the Host(s)' Name(s)? _____

Will the presenter(s) be non-UT personnel?	Yes ☐	No ☐
Will there be a PowerPoint Presentation?	Yes	No
Will there be video or animations?	Yes	No
Will there be audio in the presentation?	Yes	No
Will there be a Question and Answer?	Yes	No

BE AWARE: You will need to speak with OIT HelpDesk (865-974-9900, Location - Commons at Hodges Library) or event locations IT services for someone to help set up computers, projectors, in-room mics, etc.