WebEx Event Check List

1. Name and Department:

2. Date and Time of Meeting:

3. Meeting Needs:

   a. An Audio Device

   b. Audio and Visual (AV) Device(s)

   c. Audio and Visual and Document Sharing

4. My Meeting is Located in:

   a. Campus Center Ballroom A

   b. President's Dining Room

   c. Small Rooms in Campus Center

5. I want to request Technical Support from the Office of Information Technology to support

   my devices during the event:

   a. Yes

   b. No

   c. Not Sure

6. I want to request support in scheduling a virtual meeting using WebEx for this event:

   a. Yes

   b. No

   c. Not Sure