

National Space Centre Videoconference Confirmation Form and Connection Details

This information must be provided, or confirmed as unchanged, for every VC event. This page is downloadable via www.spacecentre.co.uk/e-mission/teacher/. Please reply by post, fax or by or email to e-mission@spacecentre.co.uk.

Name of Centre _____
Date and time of Mission _____
Name and number (mobile or in the same room preferably) for a contact person on the day and during the mission _____
Email address _____
If you have videoconferenced with the National Space Centre before and the settings since your last test connection are exactly the same then please tick this box <input type="checkbox"/> and sign and date at the bottom of this form.
If you have not recently videoconferenced with the National Space Centre please complete as much of the form below as possible.
Preferred connection method - IP or ISDN (include no of ISDN lines) : _____
IP address, e.164 number or ISDN number. _____
Are you registered with UKERNA? _____
Do you have a gatekeeper to manage your videoconferencing calls? _____
If Yes, who owns the Gatekeeper, e.g. UKERNA or a third party? _____
By signing below you are accepting the terms and conditions of the booking as described with your booking letter.
Date: _____ Time: _____
Signature of Organiser _____

Please reply with the form above as soon as you can plus any other details that we might need to know. Please do not hesitate to call me if you have any more questions or if I can help in any way.

Yours sincerely,
e-Mission Project Officer.

e-mission@spacecentre.co.uk
Bookings line: 0116 2582111
Fax: 0116 2582100