Video Operations Center

Hours of Operation:

Mon. – Fri.: 0600 – 1900 (ET)

Sat. & Sun.: Upon Approval Only.

For Audio / Video Reservations, and Updates / Cancellations:

E-mail completed form to HelpDesk@ngb.army.mil , for assistance contact Help-Desk at (800) 821-3097

48 HOUR NOTICE IS *HIGHLY RECOMMENDED.*
DUE TO THE HIGH NUMBER OF VIDEO/AUDIO REQUESTS,
LAST MINUTE REQUESTS MAY NOT BE HONORED DUE TO RESOURCE AVAILABILITY.
VIDEO CONFERENCES WITH NO CONNECTED PARTICIPANTS WILL BE TERMINATED
30 MINUTES AFTER THE START TIME.

** WILLOW OAKS VOC FACILITY CAN NOT SUPPORT SECURE VTC**

ATTENTION: VTC CONFERENCE COORDINATORS

It is the responsibility of the Requestor/VTC Coordinator to provide participants all relevant information pertaining to their particular conference. Please distribute the conference details to each participant in a timely manner. For NGB classroom information, log in to the GKO web site, go to ARNG, go to G6 Communication and Automation, scroll down to Information Network Division (AIN), go to Video Operations Center and Classrooms Information. Please fill out below the appropriate site and IP Address for each location.

***Check Conference Type:**

Video Conference	Audio Conference	Update	Cancellation
☐	☐	☐	☐

***Conference Name:**

***Date of Conference(s):**

*** Start Time:** **(ET)** ***** **End Time:** **(ET)**

*** POC:**

*** Phone:** **Fax:**

*** Email:**

Comments (optional):

For Audio Conference Request Use Only:

Number of Audio Lines: **Four Digit Pass Code:**

For Video Conference Request Use Only:

May participants be added without approval? ☐ Yes
(If not checked, participants will **NOT** be added without the approval of the requestor.)

City and State	*Type of connection:* ISDN or IP	*AT&T Site ID:*	*Update:*
1.	Click Here to Select . . .		
2.	Click Here to Select . . .		
3.	Click Here to Select . . .		
4.	Click Here to Select . . .		
5.	Click Here to Select . . .		
6.	Click Here to Select . . .		
7.	Click Here to Select . . .		
8.	Click Here to Select . . .		
9.	Click Here to Select . . .		
10.	Click Here to Select . . .		