



Bell Reservationless Audio Conferencing Subscription Request Form (Bell Internal Use Only - Company ID: 1120175)

Moderator name: _____
(Moderator can be staff or Department Name, please print)

Employee local phone: _____

Employee E-Mail: _____

**Wallet Card to Moderator
at the following address:** _____
(Include Department, Floor / Suite #) **4825 Mount Royal Gate SW, Calgary, AB T3E 6K6**

Bell Internal Use	
Standard Features:	(Post Conference Summary Report to Moderator, Auto-Continuation, Conference Recording, Tone Entry)
Dial in telephone Numbers:	(English: Local 403 & Toll Free)
Send Email Confirmation to both Moderator (<i>above</i>) and Contact (<i>below</i>).	
Contact: Maureen Wallwork (mwallwork@mtroyal.ca)	

Internal Instructions on Form Completion (For Mount Royal University Employees)

Please complete the form, and email it to: ITS Service Desk – its servicedesk@mtroyal.ca, SUBJECT: BELL CONFERENCE CARD.

This form will then be verified and sent to Bell to set up your account. You will receive an email from Bell with the necessary information to begin your audio conference.

Should the card holder leave Mount Royal, please have the immediate supervisor contact Maureen Wallwork to cancel the card.

Department: _____

FOAP : _____

Manager/Chair: _____
(Print Name)

Budget Authorization Signature: _____

(Note: All Bell Reservationless calling charges are incurred by MRU departments and billed automatically with regular monthly phone charges)