



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(above) and Contact (below)**

Contact Maureen Wallwork: audioconf@mtroyal.ca

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

Please print and complete the needed information, have it authorized and mail original form to:

Maureen Wallwork, Telephone Administrator, IT Services – E250

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. A personalized "Bell Conferencing Solutions" card will be mailed to you with account details for easy accessibility.

Should the card holder leave Mount Royal, the card will be handed in to your area Supervisor and mailed to IT Services (Shirley) for cancellation.

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)