



iknowit.com

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Training Video Conference Request

Contact Person Name: _____

Title of Contact Person: _____

(ex: Principal; 3rd Grade Teacher; Technology Coordinator, etc.)

E-mail of Contact Person: _____

School Name: _____

District Name: _____

Do you already have an account on **iknowit ?**

- Yes, I have an IKI account and I have used the site.
- Yes, I have an IKI account but I have not used the site very much.
- No, we don't have an IKI account, but we are thinking about purchasing a membership.

List a few possible dates/times that would work for your group.

(We are usually available 9:00am to 3:00pm, Eastern Time, Monday through Friday.)

Approximately how many attendees from your school will attend the online meeting? _____

Tell us about the attendees.

(Are they teachers, technology coaches, or administrators? What grades to they teach?)

Please note:

- You will need access to a conference room or classroom with a computer, camera, microphone, and a large screen.
- We usually use Cisco Webex software for our video conferences. We send a link to the meeting and you can join in with any standard web browser. If you prefer to use different software (such as Skype or Google Hangouts), let us know.
- When possible, we like to perform a brief test call in advance to make sure everything is configured properly.

You can e-mail this request to helpdesk@iknowit.com, or fax it to (716) 260-2516.

We will be in contact with you as soon as possible. Thank you!!