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 do 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!!

www.iknowit.com  2 Main Street, Tonawanda, NY 14150  |  Phone: (716) 260-2560  |  email: helpdesk@iknowit.com