



## Service Request Form Educational Technology Center (ETC), Bangkok University

Please make the request at least 3 working days in advance.

Attn.: Director of Educational Technology Center

Date.....

I,.....(name), School/Office....., Campus  City Campus  Rangsit Campus, Tel. ....

hereby request for your service for the purpose of  Teaching of the Course of.....

Activities .....  Other.....

Event (Please specify.).....Please attach the schedule.

The date and time when equipments are required are as follows:

Date: ..... Time: From..... a.m./p.m. to..... a.m./p.m.

Throughout the Semester...../..... Date..... Time: From..... a.m./p.m. to..... a.m./p.m.

Venue: Room..... Campus  City Campus  Rangsit Campus  Other.....

**\*\*In case of working off-campus, pls. coordinate the transportation (vehicle for picking up ETC staff).**

Departure time (vehicle)..... Place.....

### Audio-visual Aids Service

LCD Projector (to be connected with ⇔)  Computer Notebook  DVD Player  Presentation(s)

Other (Pls. specify.).....

### Media Production Service

Live Online Broadcast with .....set(s) of DVD copy(ies) (via the Dean/Director)

Live Screen Broadcast  At Event  At Other Site (Pls. specify.).....with.....set(s) of DVD copy(ies)

Video Recording with .....set(s) of DVD copy(ies)

Video Editing with .....set(s) of DVD copy(ies)

Video Production  Presentation(s)  News to Be Disseminated via Website (Video Podcast) with .....set(s) of DVD copy(ies)

Sound Recording and Editing with.....set(s) of copy(ies) of  Audio CD  MP3

Signal Conversion  From VDO (Video) into DVD  From Cassette Tape into Audio CD, for.....set(s)

Duplication  Printing Cover  DVD  VCD  Cassette Tape, for.....set(s).

Other Pls. specify.....

<p>For Online Live Broadcast Only Attn.: Director of Educational Technology Center</p> <p><input type="checkbox"/> For consideration and approval</p> <p><input type="checkbox"/> Other.....</p> <p>..... Service Requestor Tel..... ...../...../.....</p> <p>..... Dean/Director ...../...../.....</p>	<p>Attn.: Head of.....</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Other.....</p> <p>..... Director of Educational Technology Center ...../...../.....</p>	<p>Attn.:.....</p> <p><input type="checkbox"/> Please proceed.</p> <p><input type="checkbox"/> Other.....</p> <p>..... Head of..... ...../...../.....</p>	<p>Attn.: Head of.....</p> <p><input type="checkbox"/> Done</p> <p>by.....</p> <p>..... Person in Charge ...../...../.....</p>
---	---	---	--

Contact Office for Coordination and/or Additional Information

Audio-visual Department, City Campus, 2<sup>nd</sup> Floor, Building 2, Ext. 1860-1862

Audio-visual Department, Rangsit Campus, Educational Technology Center Building, Ext. 2860

Media Production Department, 3<sup>rd</sup> Floor, Building 2 (City Campus), Ext. 1866-1867