



## Information Technology Services


### BlueJeans Audio/Video Conference Request

**Purpose:** GCSC utilizes the BlueJeans video/teleconference bridging system which has the capability to handle conference calls with up to 100 participants. To request a conference bridge, go to <https://gulfcoaststatecollege.freshservice.com/support/home> and click Submit a Request. Search for and click on BlueJeans Audio/Video Conference.

1. Fill in the BlueJeans Audio/Video Conference request form. As we are only able to conduct three conferences concurrently, a minimum of five working days prior to the conference call is required for scheduling.

[SERVICE CATALOG](#) / [ITS-REQUEST FORMS](#) / [BLUEJEANS AUDIO/VIDEO CONFERENCE](#)

Place Request

	<h4>BlueJeans Audio/Video Conference</h4> <p>Request for a conference connection for individuals calling into or visually attending a meeting.</p>	<h4>Items Requested</h4> <p>BlueJeans Audio/V...</p> <p>Requester *</p> <input type="text"/> <p><input type="checkbox"/> Request for someone else <a href="#">Add cc</a></p> <p><a href="#">Attach a file</a></p>
<p>Meeting Name: *</p> <input type="text"/>		
<p>**Start Time *</p> <input type="text" value="MM-DD-YYYY   HH:MM"/>		
<p>**End Time *</p> <input type="text" value="MM-DD-YYYY   HH:MM"/>		
<p>Attendees Email Addresses *</p> <input type="text"/>		
<p>Other Comments/Questions:</p> <input type="text"/>		

2. Click place request.
3. You will receive an email confirmation with a “Join Meeting” link, Phone Dial-In numbers for conference attendees and the Meeting ID to access the conference.