

# SERC Distance Learning Registration Form

Please use this form to sign up for a Distance Learning videoconference with the Smithsonian Environmental Research Center. You can either:

1. Print this form, fill it out, and fax it to SERC's distance learning coordinator Dottie Klugel at 443-482-2319.
2. Visit the Distance Learning website at [www.serc.si.edu/dl](http://www.serc.si.edu/dl) and fill out the online form.

For more information visit [www.serc.si.edu/education/dl](http://www.serc.si.edu/education/dl) or contact Dottie Klugel:  
E-mail: [klugeld@si.edu](mailto:klugeld@si.edu); Phone: 443-482-2470.

## YOUR CONTACT INFORMATION

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**Contact Name:** \_\_\_\_\_

**Teacher Name** (if different): \_\_\_\_\_

**School/Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

## ABOUT THE DISTANCE LEARNING PROGRAM

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**Program:** Please indicate in what Distance Learning Program you are interested.

\_\_\_\_\_

**Grade/Age and Number:** Please indicate the number of students that will participate and their grade/age level.

Grade/Age Level: \_\_\_\_\_

Number of Students: \_\_\_\_\_

**Date:** Please list three potential dates in your order of preference. For each date, indicate what starting times would work for you.

Date 1. \_\_\_\_\_  
Times \_\_\_\_\_

Date 2. \_\_\_\_\_  
Times \_\_\_\_\_

Date 3. \_\_\_\_\_  
Times \_\_\_\_\_

**TECHNICAL INFORMATION**

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The following technical information is necessary for an advance test connection and the actual videoconference. Test connections are usually conducted about one week before the scheduled videoconference, usually with your technical contact. *You can submit this form without the technical information, but you will need to provide it as soon as possible.*

**Transmission:** IP Address #: \_\_\_\_\_

ISDN Address #: \_\_\_\_\_

**Type of Equipment:** \_\_\_\_\_

**Technical Contact:** Name: \_\_\_\_\_

Phone: \_\_\_\_\_

**SPECIAL NOTES:**

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Please list any other special requests or questions.