



405th VTC and Teleconference  
Request Form



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<b>Recurrence Pattern:</b> None Weekly Monthly Yearly
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The preferred notification time frame to schedule a VTC is 72 hours in advance, however the official minimum amount of time required that we can ensure successful scheduling of VTCs is 48 hours. Scheduling of any VTC requests submitted less than 48 hours in advance will depend on available USAREUR Hub network resources for the requested time frame. If a last minute request is received we will make every effort to schedule it as permitted by available USAREUR hub network resources.

**NOTICE:** We cannot guarantee that last minute changes to a scheduled VTC or telconference will be implemented, however an effort will be made.

**Date of Request:**