

**VIDEOCONFERENCE RESERVATION-Burbank**
**Date of Conference:** \_\_\_\_\_

Today's Date: \_\_\_\_\_

**Time:** From \_\_\_\_\_ To \_\_\_\_\_ (PST)

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

Rental Charges apply to all reserved time. One hour minimum;

Company: \_\_\_\_\_

Fifteen minute increments thereafter. Changes may incur charges.

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

<b>City</b>	<b># of Participants</b>
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_____	_____
_____	_____
_____	_____

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

E-mail Address: \_\_\_\_\_

**InConference Person in charge the day of the Event:**

Name: \_\_\_\_\_

**CONTACT INFO FOR TEST CALL:**

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

**Client Contact the day of the Event:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

**Videoconference Equipment Information:**

 Type (*circle one*):      Point-to-Point      Multipoint

Which City will initiate the call? \_\_\_\_\_

 Speed (*circle one*):          128                  384

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

Equipment Type: \_\_\_\_\_

Model #: \_\_\_\_\_

 Type of Call:             ISDN             IP

Mode: \_\_\_\_\_

 Document Camera:     Yes             No

Special Requirements: \_\_\_\_\_

 Internet Connection:    Yes             No

Please list all sites you wish to reserve through InConference

\_\_\_\_\_

If this is a Point-to-Point Conference, please provide details

about the non-InConference site provided by your company:

<b>City</b>	<b>Make/Model</b>	<b>Network</b>
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**Video Room Phone**
**Video Dial-up #s**

\_\_\_\_\_

\_\_\_\_\_

**Billing Information:**

Signature Authorizing Payment:

\_\_\_\_\_

Please Print Name: \_\_\_\_\_

Company: \_\_\_\_\_

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

MC/Visa #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Cardholder's Address: \_\_\_\_\_

CCID Security Code \_\_\_\_\_

**Reservation Cancellation Policy**
**Notification**
**Charges**

1 business day or less, US sites	Full charges may apply
more than 1 business day, US sites	Scheduling Fee
2 business days or less, int'l sites	Full charges may apply
more than 2 business days, int'l sites	Scheduling Fee

InConference is not liable for any loss of use, lost profits, consequential or other damages. InConference is not liable for the failure of videoconferencing technologies. In no event shall InConference's liability exceed the amount of the room fee.