

VIDEOCONFERENCE RESERVATION-New York



Date of Conference: _____

Today's Date: _____

Time: From _____ To _____ (PST)

Contact Name: _____

Rental Charges apply to all reserved time. One hour minimum;
Fifteen minute increments thereafter. Changes may incur charges.

Company: _____

Address: _____

City **# of Participants**

Phone: _____ Fax: _____

E-mail Address: _____

InConference Person in charge the day of the Event:

Name: _____

Phone: _____ Fax: _____

Client Contact the day of the Event:

Name: _____

CONTACT INFO FOR TEST CALL:

Phone: _____ Fax: _____

Name: _____

Videoconference Equipment Information:

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

Speed (*circle one*): 128 384

Equipment Type: _____

Type of Call: ISDN IP

Document Camera: Yes No

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:

Which City will initiate the call? _____

Address: _____

Model #: _____

Mode: _____

Special Requirements: _____

(ie., VCR, operator needed in room throughout conference)

City	Make/Model	Network	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: _____

Reservation Cancellation Policy	Notification	Charges
1 business day or less, US sites	1 business day or less, US sites	Full charges may apply
more than 1 business day, US sites	more than 1 business day, US sites	Scheduling Fee
2 business days or less, int'l sites	2 business days or less, int'l sites	Full charges may apply
more than 2 business days, int'l sites	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.