

## Video Conference Booking Form

### Company Information

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

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

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

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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

### Video Conference Information

Conference Date: \_\_\_\_\_

Start time: \_\_\_\_\_ (hours of operation: 8:00 am - 5:00 pm, Monday - Friday)

Approximate duration: \_\_\_\_\_

Location:  Regina  Saskatoon  Both

Outside locations: (up to a maximum of 4 sites)

#### Site 1

Name of organization: \_\_\_\_\_

City: \_\_\_\_\_

Country: \_\_\_\_\_

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

Technical contact: \_\_\_\_\_

Video conference system:

ISDN (telephone)

Video conference number: \_\_\_\_\_

IP (internet) - IP address: \_\_\_\_\_

#### Site 2

Name of organization: \_\_\_\_\_

City: \_\_\_\_\_

Country: \_\_\_\_\_

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

Technical contact: \_\_\_\_\_

Video conference system:

ISDN (telephone)

Video conference number: \_\_\_\_\_

IP (internet) - IP address: \_\_\_\_\_

#### Site 2

Name of organization: \_\_\_\_\_

City: \_\_\_\_\_

Country: \_\_\_\_\_

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

Technical contact: \_\_\_\_\_

Video conference system:

ISDN (telephone)

Video conference number: \_\_\_\_\_

IP (internet) - IP address: \_\_\_\_\_

#### Site 4

Name of organization: \_\_\_\_\_

City: \_\_\_\_\_

Country: \_\_\_\_\_

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

Technical contact: \_\_\_\_\_

Video conference system:

ISDN (telephone)

Video conference number: \_\_\_\_\_

IP (internet) - IP address: \_\_\_\_\_

### Cost

STEP Member

Non-STEP Member

#### Rates:

##### IP Calls

Administration Fee

#### STEP Members

\$25.00

#### Non-STEP Members

\$50.00

Hourly Fee

\$50.00

\$100.00

Usage Fee

Included

Included

Additional Site Hourly Fee

\$5.00

\$15.00

##### ISDN Calls

Administration Fee

\$50.00

\$100.00

Hourly Fee

\$120.00

\$200.00

Usage Fee\*

Variable

Variable

Additional Site Hourly Fee

\$60.00

\$100.00

*\*Note: usage fees consist of the long-distance fees associated with calling via video conference. Usage fees will vary depending on the number of locations you are calling and the location itself.*

Prices do not include GST



**STEP**  
SASKATCHEWAN TRADE  
& EXPORT PARTNERSHIP

Fax this completed form to (306) 787-6666 attn: Blair Hudyma