

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.*

Fax this completed form to (306) 787-6666 attn: Stephanie Pappas



STEP
SASKATCHEWAN TRADE
& EXPORT PARTNERSHIP