

SYDNEY VIDEO CONFERENCE CENTRE

Sydney Video Conference Centre Pty. Ltd.
A.B.N. 83 098 186 362 A.C.N. 098 186 362

Video Conference Booking Form - Kent Street

Conference Date and Time (local) Eastern Standard Time Eastern Daylight Saving Time (tick one)

Date: / / Start Time: am/pm Finish Time: am/pm

Chairperson: _____

Your Details

Company: _____ Contact Name: _____

Billing Address: _____ Tel: _____ Fax: _____

_____ Email: _____

Venue Venue A - Seats 1 - 11 Venue B - Seats 1 - 5

Contact Site Details

Company: _____ Contact Name: _____

Location: _____ Tel: _____ Fax: _____

_____ Email: _____

ISDN Number/s: _____ A/V Personnel: _____

Date: / / Start Time: am/pm Finish Time: am/pm

Contact Site Equipment Details

Make of Equipment: _____

Transmission Speed (tick one): Standard (128 kbps) Medium (256 kbps) High (384 kbps)

Site 1 Location: _____ Site Tel: _____ Room Hire

Contact Name: _____ Contact Tel _____ Meet-Me

ISDN Numbers: () () Dial-Out

Number of Participants: _____

Site 2 Location: _____ Site Tel: _____ Room Hire

Contact Name: _____ Contact Tel _____ Meet-Me

ISDN Numbers: () () Dial-Out

Number of Participants: _____

Equipment Requests:

Data Projector Technical Assistance Screen

Special Requests:

Catering: Complimentary Light Refreshment is included - (Coffee/Tea/Iced Water/Juice/Biscuit Selection). For additional catering request, please state at time of booking.

Authorised By: (name) _____ (Signature) _____

Please return the completed form to Sydney Video Conference Centre on: **Fax 61 02 9232 1799.**

For more information, call 61 02 8221 8841 or Email: jedwards@sydvidcon.com Subject to our standard Terms and Conditions.