

**VIDEOCONFERENCING RESERVATION FORM**

**Date of Conference:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_ AM / PM (Eastern Time)

**Finish Time:** \_\_\_\_\_ AM / PM (Eastern Time)

**Primary Remote Location**

Time Zone:  Eastern  Central  Mountain  Pacific  Other \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone/fax \_\_\_\_\_

E-mail \_\_\_\_\_

IP No. \_\_\_\_\_ or ISDN No. \_\_\_\_\_

- 1. The Erie County Bar Association will  initiate the call  receive the call
- 2. DVD recording of the videoconference (fee of \$25)  yes  no No. of additional copies of DVD (\$5 each) \_\_\_\_\_
- 3. Document Camera  yes  no
- 4. Telephone  yes  no
- 5. Any other special request(s): \_\_\_\_\_

- 6. If your videoconference needs to connect to more than one remote location, a bridging service will be necessary.
  - I have already contacted a bridging service; they will connect all sites.
  - I need the ECBA's assistance in contacting a bridging service and in finding videoconferencing sites in other locations. Please call me.

**Name(s)/contact information of Local Site (Erie) Attendees:**

Name	Phone	E-mail
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

To insure that you are scheduled in a conference room that will meet your needs, please list the total number of people who will be present at the Erie location, including any court reporters, videographers, etc.

**Billing Information:**

Name: \_\_\_\_\_  
 Firm: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

Cancellation Policy: Notification:  
 24 business hours or less..... \$75.00  
 over 24-48 business hours..... \$50.00

The Erie County Bar Association (ECBA) shall not be liability for failure or delay in performance of videoconferencing due in whole or in part to causes such as an act of God, unforeseen circumstances or any other circumstance or cause beyond the reasonable control of the ECBA and the reasonable conduct of its business. The ECBA shall not be liable for the failure of videoconferencing technologies. In no event shall the ECBA be responsible for any loss of income or revenue or for any incidental, consequential, direct, special or punitive damages. Any liability on behalf of the ECBA shall not exceed the amount of the videoconferencing fees.