

VIDEOCONFERENCING RESERVATION FORM

Date of Conference: _____

Start Time: _____ AM/PM (Eastern Time)

Finish Time: _____ AM/PM (Eastern Time)

Primary Remote Location

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 (additional fee of \$25) yes no
3. Document Camera yes no
4. Any other special request(s): _____

5. 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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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.