Videoconference Room Reservation and Bridging Form

CEV
3055 Adam Street
Montreal, Quebec, Canada
Telephone: (514) 521-8253
Fax: (514) 521-4675
www.cev.ca

Sales Representant: Reservation

Contact Information	Billing Information (to be filled if different)
Contact Name	AP Contact Name
Company Name	Company Name
Address	Address
Phone	Phone
Fax	Fax
E-mail	E-mail
Conference Date / /	Conf. Time (East Coast Time) From to

Information for Videoconference	
City / Location 1 Receiving call Yes or No	Number of participants
Lead Participant Name	Phone Number
Email address	
City / Location 2 Receiving call Yes or No	Number of participants
Lead Participant Name	Phone Number
Email address	
Total number of sites (if more then 2 please fill another form)	Bridge Provider

Signature & Authorization

Please complete, sign and return the form by fax to the attention of reservation@cev.ca Fax Number: (514) 521-4675

Signature		Date
Print Name	PO Number	Business Title

Special Requirements (Document Camera, Network Connection, VCR etc.)

Reservation Cancellation Policy

Notification within 2 business days or less: Full charges may apply

CEV shall not be liable for any loss of use, lost profits, consequential, or other damages.

CEV shall not be liable for the failure of videoconferencing technologies nor for the signal quality between sites.

In no event shall CEV's liability exceed the amount of the room fee.