

## VIDEO CONFERENCE SYSTEM INFORMATION

<b>ISDN:</b>	<b>3 lines/6 channel</b>
<b>Dial up Numbers:</b> {Dial once}	<b>506-657-4893/693-4910, 693-4953/4954, 657-4957/4968</b>
<b>SYSTEM:</b>	<b>Tanberg</b>
<b>MODEL:</b>	<b>2500</b>
<b>SPEED:</b>	<b>384 k</b>
<b>ROOM PHONE:</b>	<b>(506) 634-3600</b>
❖ <b>Small room</b>	<b>Extension 263</b>
❖ <b>Large room</b>	<b>Extension 262</b>
<b>ROOM:</b>	<b>Public or Private</b>
<b>SEATING CAPACITY:</b>	<b>Twelve (12)</b>
<b>TIME ZONE :</b>	<b>Atlantic</b>
<b>CAPABILITIES:</b>	<b>Computer presentations Document camera</b>

gilbert mcgloan gillis



**LOCATION:**

22 King Street  
Saint John, New Brunswick  
E2L 1G3

*For further information please contact:*

**Christine Lirette or Melissa Kennedy**

*Legal Assistant/Video Conference Coordinator*

**Tel: (506) 634-3600 Fax: (506) 634-3612**

*E-mail [clirette@gmglaw.com](mailto:clirette@gmglaw.com)*

*E-mail [mskennedy@gmglaw.com](mailto:mskennedy@gmglaw.com)*

**Reservation Policy:**

**All reservations must be confirmed within 24 hours  
by fax or e-mail of a Rental Confirmation Sheet.**

**COST FOR VIDEO CONFERENCING & BOARDROOM RENTALS**

<b>Boardroom rentals <u>ONLY</u></b>	\$50.00/day (small meeting room) \$100.00/ day (large meeting room)
<b>Scheduling Fee</b>	\$50.00
<b>Hourly room rate normal business hours</b> 8:00 a.m. to 4:00 p.m. (ADT)	\$150.00 Cdn per hour plus 14% GST  [Long distance charges vary according to time of day and place]
<b>Hourly rate after hours</b> Before 8 a.m. (ADT) After 4 p.m. (ADT) Late night, Weekends, Holidays	\$225.00 Cdn per hour plus 14% GST  [Long distance charges vary according to time of day and place]
Refreshments and Catering available with sufficient notice	Billing according to invoices
Operator in room during videoconference	\$50.00 per hour After hours \$75.00 per hour
<u>Peripheral equipment</u> VCR (VHS format) including 120 min tape Personal Computer	\$ 25.00 equipment set-up fee \$ 50.00 equipment set-up fee/testing
<b>Cancellation Policy</b> 24 hours or more notice less than 24 hours notice	\$150.00 regular rate for time reserved

**VIDEO CONFERENCE RESERVATION CONFIRMATION**

Date of reservation:

**Video Conference Reservation:**

Location: Gilbert McGloan Gillis  
22 King Street  
Saint John, NB  
E2L 1G3

Dial up #'s: 506-657-4893/693-4910,  
{Dial once} 693-4953/4954, 657-4957/4968

No of Attendees: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_ (ADT)

Test call: \_\_\_\_\_

Initiator: Please advise if you require  
our end to initiate the call

- Our Site
- Far End Site

**Room Information – Far End**

User Name: \_\_\_\_\_

System: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Video Room # \_\_\_\_\_

Dial Up #'s \_\_\_\_\_

**Requested by:**

Client: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax : \_\_\_\_\_

e-mail: \_\_\_\_\_

gilbert mcgloan gillis



**Billing Information:**

P.O. #: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

*Kindly complete and return via fax at 1-506-634-3612 or email to [mskennedy@gmglaw.com](mailto:mskennedy@gmglaw.com)*

*Reservation request received via phone on \_\_\_\_\_ by Melissa Kennedy.*

*Reservation completed by Melissa Kennedy, Video Conference Coordinator.*