

VIDEO CONFERENCE SYSTEM INFORMATION

ISDN:	3 lines/6 channel
Dial up Numbers: {Dial once}	506-657-4893/693-4910, 693-4953/4954, 657-4957/4968
SYSTEM:	Tandberg
MODEL:	2500
SPEED:	384 k
ROOM PHONE:	(506) 634-3600
❖ Small room	Extension 293
❖ Large room	Extension 292
ROOM:	Public or Private
SEATING CAPACITY:	Twelve (12)
TIME ZONE :	Atlantic
CAPABILITIES:	Computer presentations Document camera

gilbert mcgloan gillis



LOCATION:

22 King Street
Saint John, New Brunswick
E2L 1G3

For further information please contact:

Sheryl O'Neill or Melissa Kennedy
Video Conference Coordinator
Tel: (506) 634-3600 Fax: (506) 634-3612
E-mail saoneill@gmglaw.com
E-mail 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

Boardroom rentals <u>ONLY</u>	\$50.00/day (small meeting room) \$100.00/ day (large meeting room)
Scheduling Fee	\$50.00
Hourly room rate normal business hours 8:00 a.m. to 4:00 p.m. (ADT)	\$150.00 Cdn per hour plus 13% HST [Long distance charges vary according to time of day and place]
Hourly rate after hours Before 8 a.m. (ADT) After 4 p.m. (ADT) Late night, Weekends, Holidays	\$225.00 Cdn per hour plus 13% HST [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
Peripheral equipment VCR (VHS format) including 120 min tape Personal Computer	\$ 25.00 equipment set-up fee \$ 50.00 equipment set-up fee/testing
Cancellation Policy 24 hours or more notice less than 24 hours notice	\$150.00 regular rate for time reserved