



Tokyo International University of America
 1300 Mill St SE, Salem, OR, USA (503) 373-3300

Videoconference Reservation

Please complete and fax to 503 373 3319

Reservation # TIUA _____
 (assigned by TIUA)

Bill To (if different from information at left)

Company _____

Company _____

Contact Person _____

Attention _____

Address _____

Address _____

Phone _____ Fax _____

Phone _____ Fax _____

If credit card info is on file, verify cardholder, exp date

e-mail address _____

Conference Date _____

Time From _____ to _____ **Time Zone** _____

Rental charges apply to all reserved time. One hour minimum; fifteen minute increments thereafter. Changes may incur charges.

Type of Conference (circle one)

Point to Point Multipoint

For Multipoint Conferences: total # of sites _____

Speed of Conference (circle one)

128 256 384 512 (IP only)

Transport (circle one): ISDN IP

Special Requirements _____

(e.g. scan converter, document camera, VCR, operator in room)

If this is a point conference, please list the non-TIUA site provided by your company

City	Make/Model	Network	Video Room Phone	Video Dial-up #'s
_____	_____	_____	_____	_____

Contact	Office Phone
_____	_____

Which city will initiate the call? _____

How did you learn about the TIUA videoconference location ? _____

Signature Authorizing Payment _____

PO Number _____
 (if required by your company)

Company _____

Reservation Cancellation Policy

Notification	Charges
1 business day or less:	Half of room fee
More than 1 business day:	no charge

TIUA shall not be liable for any loss of use, lost profits, consequential, or other damages. TIUA shall not be liable for the failure of videoconferencing technologies. In no event shall TIUA liability exceed the amount of the room fee.

TIUA use only:

Test conducted; date: _____ at time: _____ By: _____ Successful?: _____