

Merseyside's Progressive Conference and Training Facility

**Gateway Conference Centre:
 Video Conferencing Booking Form: (Point to Point)**

Company Information:

Contact Name:	Contact Tel No:
Organisation Name:	Invoice Address:
Date of Conference:	

Video Conference Information:

Delegate name/s:		Call Destination:
UK Start Time: UK Finish Time:		
Call Duration:		
Dialling In to The Gateway: <input type="checkbox"/>		
Dialling Out from The Gateway: <input type="checkbox"/>		
ISDN Bandwidth for Video Conference: 128k <input type="checkbox"/> 256k <input type="checkbox"/> 384k <input type="checkbox"/>		
DVD Recording required:		
Do you require a test call in advance:		Contact Email Address:
		Contact Tel No:
		Video Conference ISDN Nos.
		Video Conference IP Address:
		PC Presentation visual Concert required:

With the information above we can provide you with an accurate Quotation Summary of your costs prior to your Video Conference confirmation.

**Please complete all appropriate sections of the form and return to
 The Gateway Conference Centre:**

By fax: 0151 298 3201

By email: info@thegatewaycentre.org

By post: The Gateway Conference Centre, 71 London Road, Liverpool, L3 8HY.

Signed on behalf of hirer

I have read and agree to abide by Gateway's Terms and Conditions of Hire

Date:Authorised Signature :