



External Video Conference Request

Conference Name :					
Location:	<input type="checkbox"/> Casuarina (12 Max Capacity)	<input type="checkbox"/> Palmerston (8 Max Capacity)	<input type="checkbox"/>	Other	
Conference Date:		Start Time:		Finish:	Darwin (CST) (UTC +9:30)
Requester Name: Phone Number:	Contact Person:				
	Phone Number:				
	Email Address:				
CDU to initiate call?		Yes (Near End)	<input type="checkbox"/>	No (Far End)	<input type="checkbox"/>
Conference Locations: City – (Specific location, room number, SIP or IP address)		Casuarina Campus Palmerston Campus Other _____	<ol style="list-style-type: none"> 1. 2. 3. 		
No. of Participants at each location					
Room Contact	Name:				
	Number:				
	Equipment Available	Location	CDU Map Link		
Casuarina	Cisco C20 SIP Address: 6414@cdu.edu.au (VGA cable available if you wish to bring your own laptop for PowerPoint presentations)	Red Precinct 6.1.06 Room Ph: (08) 8946 6572	https://www.cdu.edu.au/campuses-centres/campus-maps		
Palmerston	Cisco SX20 SIP Address: 7874@cdu.edu.au	Palmerston PA.2.38 Room Ph: (08) 8946 7852			
Invoice Address:			Requester Signature:		
			Date:		
Email completed form to: videoconference@cdu.edu.au In addition to room booking fees, the following video conference charges will apply: Business Hours: (8-5pm CST) Monday to Friday: \$165/hr incl GST plus third party charges After Hours: \$220/hr incl GST plus third party charges			CDU VIDEO CONFERENCING Building Red 6.1.06 Casuarina Campus Ellengowan Drive, CASUARINA DARWIN NT 0909 Phone: (08) 8946 6291 Fax: (08) 8946 6077		

Terms and Conditions

1. To book a room, contact Facilities Management (FM) on (08) 8946 6500
2. Contact the Teaching Space Support Team (08) 8946 6291 to confirm if Red 6.1.06 is available.
3. Video Conferences need to be booked a minimum of 5 business days prior to the required video conference date. This will allow the audio visual technician time to test and ensure the video conference runs smoothly.
4. Electrical equipment that is not tested and tagged will not be permitted to be used on campus in conjunction with the video-conference facilities.
5. The University or its council shall not be held liable for any injury or loss relating to the hirer, any member of the hirer, and any person on the premises by invitation or with the authority or permission of the hirer. Insurance cover for **Public Liability and Property Damage** (to ensure full protection in case of injury to persons or damage to University or private property) must be arranged by the requester. Public Liability Insurance cover must be for no less than \$10,000,000. A copy of the certificate of currency must be provided within 48 hours after the acceptance of the Provisional Offer.
6. The requester agrees to pay for the cost of any repairs to the Hire Facilities or additional cleaning which is rendered necessary as a consequence of the misuse or neglect of the Hire Facilities.
7. Business hours of operation are Monday to Friday between 8am and 5pm.
8. Hire Rates: \$165 per hour 8:00am to 5:00pm weekdays (includes GST). After hours support is negotiated on a case by case basis. After hour rates start at minimum \$220 per hour for minimum 4 hours.
9. Any third party costs will be made known to the requester in advance and invoiced at the conclusion of the video conference.
10. All booking times must be listed Darwin (CST) (UTC +9.30) time. It is the responsibility of the requester to work out and provide the correct times for the video conference and testing times.
11. To allow time for the audio visual technician to setup and reset the room, please add an extra 30 minutes to the intended start and finish times of the video conference booking.
12. It is the responsibility of the requester to provide the Far End details (SIP or IP Address). Bookings will not be accepted until all the required details have been provided by the requester.
13. Bookings will not be accepted until the External Video Conference forms billing details have been provided and signed by the requester.
14. Please ensure the completed External Video Conference form is emailed to videoconference@cdu.edu.au. Once received one of our Audio Visual Technicians will contact you to confirm the booking requirements
15. Cancellation of bookings. A cancellation fee \$50 and third party charges will apply if notice is not received within 48 hours prior to the commencement of the video conference booking.
16. If rooms managed by ITMS are not available, an alternative video conference room can be sourced by contacting CDU Facilities 08 8946 6500. Please note room booking fees not listed on this form will apply.

NOTE: Charles Darwin University can only ensure video conference connection from CDU's end. If there is an issue with the Far End of the video conference it is the responsibility of the Far Ends technician to resolve the connection issue. Please ensure you have arranged for a technician to be on standby at the Far End.