

**SUPREME COURT OF TASMANIA**

**VIDEOCONFERENCING BOOKING FORM**

Return by email to: [videoconferencing@supremecourt.tas.gov.au](mailto:videoconferencing@supremecourt.tas.gov.au)

Videoconferencing Co-ordinator: Karen Marr Ph. (03) 616 57418

File No: \_\_\_\_\_

File Name: \_\_\_\_\_

**PERSON/FIRM REQUESTING CONFERENCE**

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

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

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Accounts Address: \_\_\_\_\_

\_\_\_\_\_

Authorising signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CONFERENCE DETAILS**

Supreme Court Matter:

Hearing (witness)     Pre-Trial Conference     Mediation

Other Court or Tribunal: \_\_\_\_\_

\_\_\_\_\_

Other Reason: \_\_\_\_\_

\_\_\_\_\_

**DETAILS OF VIDEOLINK**

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

Time commencing: \_\_\_\_\_ am/pm (Tasmanian Time)

Time concluding: \_\_\_\_\_ am/pm

## REMOTE SITE DETAILS

Name of witness: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

### AND

We request the Supreme Court to arrange the location of the remote site

### OR

The witness will be at the following site:

Site name: \_\_\_\_\_

Direct Dial IP address\*: \_\_\_\_\_

Operator's Name: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Email address: \_\_\_\_\_

\*The Supreme Court of Tasmania no longer supports ISDN connectivity. If an ISDN connection is required, a bridging service will be used and charged at cost.

## COST OF CONFERENCE

1. Booking fee (Inc. 1 hour room hire): \$110.00 **(non-refundable inc. GST)**
2. Local Room Hire \$100.00 per hour or part thereof
2. ISDN bridging service (if reqd.) Costs incurred\*
3. Cost of remote site: Costs incurred\*

\*The Supreme Court utilises the services of an external provider for ISDN bridging and external room hire. Indicative costs for these services can be found at: <http://telstraivision.com/myconference/video-conferencing/>

Term and Conditions applicable to room bookings can be viewed at:

[http://telstraivision.com/documents/MyConference\\_Video\\_Booking\\_TCs.pdf](http://telstraivision.com/documents/MyConference_Video_Booking_TCs.pdf)