

PCCW Conferencing Service

Audio Conferencing - Booking Application

Please complete this Booking Application and return by sending a scanned copy email: conference-booking@pccw.com or by faxing to: (852) 2888 1828.
For inquiries or reservation, please call your account manager, conferencing specialist, or our PCCW Conferencing services hotline on (852) 2607 8833.

*Denotes required fields

A. Customer Information

Company Name*: _____ Customer Billing No.*: _____
 Contact Person*: _____ Department Billing No. (if applicable): _____
 Phone No.*: _____ Fax No.: _____ PAC / Cost Centre Code : _____
 Email Address*: _____ Confirmation preferred by: Email Fax

B. Service Details (please tick as appropriate)

Conference Leader Information

Leader Name*: _____ Email Address*: _____
 Phone No.*: _____ Fax No.: _____

Conference Co-ordinator Information

Co-ordinator*: _____ Phone No.*: _____ Email Address*: _____

Conference Details

Conference Date* (dd/mm/yy): _____ Number of Lines*: _____
 Start Time* (24hrs / HK): _____ Finish Time* (24hrs / HK): _____
 Conference Type* (select one): Scheduled DIY Scheduled Operator Scheduled Host

Conference Features (Available for Scheduled Operator and Scheduled Host conferences only)

1. Standard Features <input type="checkbox"/> Direct Entry OR <input type="checkbox"/> Music on Hold <input type="checkbox"/> Name Announce OR <input type="checkbox"/> Tones OR <input type="checkbox"/> Silence <input type="checkbox"/> Roll Call <input type="checkbox"/> Dial-out to Leader <input type="checkbox"/> Leader First OR <input type="checkbox"/> Leader Last	2. Recording Options <input type="checkbox"/> Encore for _____ days <input type="checkbox"/> Call Recording <input type="checkbox"/> CD _____ no. of copies <input type="checkbox"/> MP3 Link Download <hr/> For CD only: Delivery Address : _____ Delivery Option: <input type="checkbox"/> Standard (one week) <input type="checkbox"/> Express (two business days)																								
3. Enhanced Features <input type="checkbox"/> Q&A <input type="checkbox"/> Polling <input type="checkbox"/> Password Protected (please specify): _____ <input type="checkbox"/> Facts Complete, include (select upto 3) <input type="checkbox"/> Participants/Co. Name <input type="checkbox"/> Call Duration <input type="checkbox"/> Phone Number <input type="checkbox"/> Other (please specify): _____																									
4. Dial-out by PCCW <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Item</th> <th>Participants' Names</th> <th>Phone No.</th> <th>Item</th> <th>Participants' Names</th> <th>Phone No.</th> </tr> </thead> <tbody> <tr> <td>1*</td> <td></td> <td></td> <td>4</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td>5</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td>6</td> <td></td> <td></td> </tr> </tbody> </table> <p>Special Instruction (please specify) : _____ *Represents leader site. For additional participants, please use supplementary sheet.</p>		Item	Participants' Names	Phone No.	Item	Participants' Names	Phone No.	1*			4			2			5			3			6		
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2			5																						
3			6																						

Cancellation Request

I would like to cancel the whole conference.

Terms and Conditions

1. The provision of the Services herein shall be governed by Hong Kong Telecommunications (HKT) Limited ("HKT")'s General Conditions and the Special Conditions of PCCW Conferencing Service.
2. Conferencing booking service is available twenty four hours a day, seven days a week. Customers should book audio conferences one (1) hour in advance.
3. The conference leader will be billed for all Charges (including port charges, IDD/toll free charges and feature charges). Please refer to the Price Table for more details.
4. Audio Conference Cancellation Charge (apply to ALL scheduled calls) is HK\$250 for 'no show', call cancelled or rescheduled within fifteen (15) minutes of the reserved start time.

C. Customer Agreement and Personal Information Collection Statement

I, on behalf of my company specified above, wish to apply for the PCCW Conferencing Services supplied by HKT, and confirm that I have read the applicable terms and conditions and agree to be bound by them once this Booking Application has been accepted by HKT. My company acknowledges and agrees that HKT has no obligation whatsoever to accept this Booking Application. All information provided by me for and on behalf of my company is true, complete and accurate.
 I agree that depending on the Service or combination of Services subscribed to in this Booking Application, the personal data and other information so provided are collected, used and retained by either one or more of the service providers of PCCW Group including HKT, PCCW Mobile HK Limited and PCCW Media Limited (as the case may be) in accordance with the requirements in the Personal Data (Privacy) Ordinance and the Privacy Policy Statement which is accessible at <http://www.pccw.com/legal/privacy.html> which also governs, together with HKT's General Conditions of Service (if applicable), how such personal data and other information are used and to whom they may be disclosed. The main purpose for which the data and other information is used and/or disclosed is for the processing and provision of the Services subscribed to and related Services. The data may be disclosed to affiliates, related companies, debt collection agents, third-party channel providers or other business partners for provision of the Services as well as promotion of different goods and Services.
 I hereby acknowledge that I have read and agree to be bound by all the terms and conditions applicable to the Service(s) subscribed to including how the personal data may be used and to whom the data may be transferred. I am aware of my/our right to access and correct my personal data by contacting the Privacy Compliance Officer by writing to GPO Box 9896 or privacy@pccw.com.

Authorized Signature with Customer Chop _____

Name : _____ Date : _____

D. Official Use Only

Sales Channel : _____ Account Manager : _____ Staff No./Salesman's Code : _____