



**Video Conferencing at the Aspen Meadows Resort**  
**Video Conferencing Order Form**

Thank you for choosing the Aspen Meadows Resort for your Video Conferencing needs. Please fill out this form based on your requirements and e-mail or fax this form back to 970-544-7859 so that we may expedite your request.

Our video conference center will allow you to connect with your remote party over TCP/IP at up to 1.9MB. 24 hour notice is required to secure a video conference event. Initial contact with your remote party over the preferred connection type is required at least 2 hours before scheduled event start time.

- PolyCom VSX 7000 codec with professional audio.
- Video Conference meeting space available for up to 20 guests.
- Available 24 hours a day 7 days a week.
- Connection type available is TCP/IP at up to 1.9MBS, served by Metro Ethernet 100mg (199.117.24.186)

Group Name: _____	Date of Event: _____
Group Contact: _____	Start Time: _____
Billing Address: _____	End Time: _____
Telephone: _____	E-Mail: _____
Fax: _____	# of People: _____

**Choose your meeting time.**

- |  |  |
|--|--|
| <input type="checkbox"/> Video Conference Session using TCP/IP | <i>Rate \$300.00 hour includes room rental</i> |
| <input type="checkbox"/> After-hours (5:00PM - 8:00AM)         | <i>Rate \$350.00 hour includes room rental</i> |
| <input type="checkbox"/> Weekends / Holidays                   | <i>Rate \$350.00 hour includes room rental</i> |

**Remote Participant Information**

TCP/IP TCP Number: \_\_\_\_\_

**Technical Contact**

Contact Name: \_\_\_\_\_  
 Contact Tel Number: \_\_\_\_\_  
 Contact Email: \_\_\_\_\_

**Payment Information**

*Please check appropriate selection:*     Room Charge     Cash / Check     Credit Card:

Please check one: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX	
Card Number: _____	3-digit number: _____ Expiration Date: _____
Name on the Card: _____	Signature: _____