



## **VIDEOCONFERENCE BOOKING FORM**

### **INSTRUCTIONS**

- Complete Booking Form attached.
- Attach confirmation of Court Order approving the videoconference link.
- Forward together with payment (booking fee) to the Industrial Relations Commission registry. For details of current fees, please refer to the IRC's website at [www.lawlink.nsw.gov.au/irc](http://www.lawlink.nsw.gov.au/irc)
- An invoice will be sent to your contact address following the completion of the videoconference for payment of call charges. Please ensure that payment is made within 30 (thirty days).
- For general instructions on the videoconference link process please refer to the IRC's website at [www.lawlink.nsw.gov.au/irc](http://www.lawlink.nsw.gov.au/irc)
- For enquiries in relation to your videoconference link including instructions on the day and billing information, please contact the Courtroom Support Coordinator on (02) 9258 0020 or (02) 9258 0866.



## VIDEOCONFERENCE BOOKING FORM

<b>IRC Matter Number</b>			
<b>IRC Matter Name</b>			
<b>Contact Name &amp; Signature *</b>			
<b>Contact Details</b>	Ph:	Email	
<b>Postal Address</b>			
<b>Remote Location Details - City; Country</b>			
<b>Name of Remote Witness</b>			
<b>Name of Contact Person in remote location</b>	(in case of difficulties, this person will be contacted by telephone)		
<b>Contact Person's Details</b>	Ph:	Email:	
<b>Link Setup Date</b>	Sydney Date	Remote Location Date	
<b>Link Setup Time</b>	Sydney Time	Remote Location Time	
<b>ISDN Number(s) (incl. <u>full</u> international dialling)</b>			
<b>Transmission Rate(s)</b>			
<b>Registry Contact Officer Details **</b>			
<b>Contact Officer</b>	Courtroom Support Coordinator	<b>(02) 9258 0020   (02) 9258 0866</b>	
<b>For Office Use Only</b>			
<i>Order made by</i>		<i>on</i>	
<i>Booking fee** paid on</i>		<i>Receipt number</i>	
<i>Call Commence Time***</i>		<i>Call Finish Time</i>	
<i>Solicitor's signature</i>			
<b>Instructions</b> for Registry officer: please complete receipt details and forward completed form to the Courtroom Support Coordinator.			

\* Your signature on this document indicates that you will undertake to pay all fees involved

\*\* For current Booking Fee (non-refundable) amount refer to IRC website

\*\*\* To be completed by Court Officer