

Informal Meeting of NATO Defence Ministers
Toronto, Canada
September 20 – 22, 1999

Questionnaire for Reserving Host Broadcaster Services

Please return this completed questionnaire before August 28th, 1999 by mail or by fax:

Informal Meeting of NATO Defence Ministers
Attention: Host Broadcaster
SkyDome, Gate 13
1 Blue Jays Way
Suite 3400
Toronto, Ontario
M5V 1J3

Phone: 416 341 2139
Fax: 416 341 2166
EMAIL: jshep@domeprod.com
Contact: Mr. John Sheppard

Radio / Television Broadcasting Organization:

Address:

Telephone:

Fax:

E MAIL:

Name and Title of person in charge:

Projected Arrival Date:

Projected Departure Date:

Number of people accredited by your organization:

TELEVISION EDITING BOOTHS

Rate: \$1500.00 for the duration of the meetings.

Dimensions: to be determined

Each booth includes:

1. Two 15A, 1.5 kW, 110V, 60 cycle circuits
2. Two tables 240 x 60 cm
3. One telephone line ?
4. Chairs and wastebasket

Each TV Editing booth will receive a set of video and audio circuits including:

Video

1. Colour Bars
2. Reference Black
3. Three selective routing system outputs (sources determined by the master control centre)
4. One return feed to the master control centre

Audio

1. One 1k tone feed
2. One drop frame timecode feed. Time of day.
3. One french translation feed
4. Three pairs of selective routing system outputs (sources determined by the master control center
5. One pair of return feeds to the master control centre

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Arrival Date:

Departure Date:

How Many Editing Booths do you require?

Please list additional Audio / Video circuits that you require.

From	To	Type

Other Requirements:

Rental monitors?

French Translation Feed?

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STANDUP POSITION RESERVATION REQUEST

STANDUP POSITION NUMBER 1. LOCATION TBD

RATE: \$100.00 per 20 minute window

The Standup Position includes the following:

- 1. Basic Lighting
- 2. One VANDA circuit (1 video, 2 audio) from the Standup location to master control
- 3. Two telephone lines with telephone sets (long distance calls with calling card)
- 4. One qualified person to help coordinate the feed.

Please note that the camera, audio mixer, headphones and IFB equipment are not included.

Radio / Television Broadcasting Organization

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Do you require time at the Standup Position?

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If yes, please estimate your requirements in 20 minute increments.

Date: From: (local time) To: (local time)

Date:	From: (local time)	To: (local time)

Will you require additional equipment such as a camera, mixer, etc?

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Please describe your additional equipment requirements.
(additional charges will apply for additional equipment)

If you require dedicated unilateral standup positions, please indicate the locations you wish to have these installed. (additional will charges apply)

STANDUP POSITION RESERVATION REQUEST

STANDUP POSITION NUMBER 2. LOCATION TBD

RATE: \$100.00 per 20 minute window

The Standup Position includes the following:

- 5. Basic Lighting
- 6. One VANDA circuit (1 video, 2 audio) from the Standup location to master control
- 7. Two telephone lines with telephone sets (long distance calls with calling card)
- 8. One qualified person to help coordinate the feed.

Please note that the camera, audio mixer, headphones and IFB equipment are not included.

Radio / Television Broadcasting Organization

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Do you require time at the Standup Position?

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If yes, please estimate your requirements in 20 minute increments.

Date: From: (local time) To: (local time)

Date:	From: (local time)	To: (local time)

Will you require additional equipment such as a camera, mixer, etc?

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Please describe your additional equipment requirements.

(additional charges will apply for additional equipment)

If you require dedicated unilateral standup positions, please indicate the locations you wish to have these installed. (additional will charges apply)

PORTABLE ANTENNAS AND SATELLITE UPLINKS

Radio / Television Broadcasting Organization

Will you be bringing a Transportable Antenna or Uplink Truck?

Projected arrival date:

Projected departure date:

Vehicle Dimensions and Weight

To which satellite will you be broadcasting?

Please describe any circuits you require between your workspace and the uplink vehicle. (see VANDA circuit pricing)

If you are planning on using uplink vehicles at venues other than the International Broadcast Centre please indicate your intentions in the space below. Security restrictions may prevent you from parking at meeting sites other than the International Broadcast Centre.

POWER SUPPLY REQUIREMENTS

Special power requests will be quoted on an individual basis.

Radio / Television Broadcasting Organization

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Will you have any power supply requirements in your editing booth(s) that are in addition to the power already supplied. If so, please indicate the requirement and the exact location for the service.

Will you have any power supply requirements for a satellite vehicle? If so, please indicate the requirements and the exact location for this service.

Will you have any power supply requirements elsewhere? If so, please indicate the requirements and the exact location for the service.

Comments:

ELECTRONIC NEWS GATHERING (ENG) CREWS

The host broadcaster may be able to provide electronic news gathering (ENG) crews (i.e. camera equipment, sound equipment, camera operator, sound operator and vehicle).

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Do you wish to retain the services of a dedicated ENG crew for the duration of the meeting?

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If not, do you wish to retain the services of an ENG crew on an hourly rate basis (Betacam SP NTSC)?

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If yes, please estimate your requirements:

Date	From (local time)	To (local time)

Comments

TRANSMISSION

Beyond the limits of the International Radio and Television Broadcasting Centre, the responsibility for obtaining transmission and coordination services is that of the International Broadcaster.

The Host Broadcaster makes signals available to the International Radio and TV Broadcast Centre. Broadcasters wishing to establish a permanent radio or television link must do so from the space assigned to them in the Centre and they will have to request it specifically.

For any order for transmission services, a copy must be sent the host distributor so that these services can be matched.

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Have you already reserved transmission services for the meetings?

If yes, are these services dedicated or occasional

Date:	From: (local)	To: (local)

Please note that for any additional telephone service, the orders must be submitted directly to Bell Canada. However, the following information will be useful to us.

Number of lines and number of phone sets:

Service commencement date:

Service end date:

