

Videoconference Reservation and Information

Program:

Date & Time

Scheduled:

Cost: \$ 210.00 (1 program includes up to 35 students)

Notes: *School is responsible for calling the Ocean Institute for a test call as well as the program. Schedule test call 2 weeks prior to program with Jonathan Witt (949) 496-2274 X 3330 or via email at jwitt@ocean-institute.org*

Please provide us with the following information to ensure proper billing and program contact.

Billing Information

Contact	
Mailing Address	
Phone	()
Fax Number	()
E Mail	
PO if Applicable	

Program Contact

Teacher's Name	
School	
Mailing Address	
Phone	()
Fax Number	()
E Mail Address	

Technical Contact

Technician Name	
Technician Phone	()
Technician Email	
Connection Type	<input type="checkbox"/> Internet (h.323) IP address is: 98.189.157.235 <i>* Please note, it is your responsibility to connect to us for both the test call and program.</i>

Upon completion, please fax to (949) 496-4296 or email to rgomez@ocean-institute.org



24200 Dana Point Harbor Drive
Dana Point, CA 92629

(949) 496-2274
www.ocean-institute.org

Name	Reservation #
Address	
City, State Zip	

Attention: XXXXXXXXXXXXXXXXX

Program Agreement

Thank you for your participation in our Distance Learning Program. **PLEASE READ THE FOLLOWING CAREFULLY.**

1. Please sign and immediately fax copy to: Ocean Institute, Attention: Distance Learning, (949)496-4296. **YOUR VIDEOCONFERENCE IS NOT CONFIRMED UNTIL THIS FORM IS SIGNED AND RETURNED.**
2. Please be sure we have your correct phone number as well as e-mail address for rescheduling purposes.
3. Notice of cancellation must be received by the Ocean Institute at least one week prior to the scheduled program date. **WITHOUT ABOVE NOTICE OF CANCELLATION YOU AGREE TO PAY THE FULL COST OF THE PROGRAM.**
4. **PAYMENT IN FULL IS DUE 10 DAYS PRIOR TO THE PROGRAM DATE IN THE FORM OF ONE CHECK OR CREDIT CARD ONLY. IF PAYMENT IS NOT RECEIVED PRIOR TO PROGRAM, PROGRAM MAY NOT OCCUR.**

Program Name	
Date and Time	
Responsible Party	
Contact Information	
Price	
Notes	Please note: School is responsible for calling the Ocean Institute for a test call as well as the program. Schedule test call 2 weeks prior to program with Jonathan Witt 949-496-2274 X 330; jwitt@ocean-institute.org .

MAKE CHECKS PAYABLE TO/MAIL TO: OCEAN INSTITUTE, 24200 DANA POINT HARBOR DR., DANA POINT, CA 92629.

SIGNATORY AGREES TO TERMS AND CONDITIONS STATED ON PROGRAM AGREEMENT. PLEASE BE ADVISED THAT POLICIES ARE STRICTLY ENFORCED.

	Title	Date
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YOUR BILLING ADDRESS (if different from above) _____

Program Information Worksheet

Please fill out the information below and send this worksheet back with your program agreement and reservation sheet. This will help ensure better communication between the instructor and teacher the day of the videoconference.

1. What is the grade level attending?
2. How many students will be attending?
3. Will the students be using the provided worksheets?
4. Please list the names of the teachers who will be present during the videoconference.
5. Please tell us if and how the program content compliments your classroom curriculum.
6. Please contact Jonathan Witt, Director of Environmental Programs, to discuss any concerns or questions.

The Ocean Institute
24200 Dana Point Harbor Drive
Dana Point, CA 92629
(949) 496-2274
Attn: Jonathan Witt