

2.2 Retreats and Seminars Held Off-Site

Specifically: Ministerial or bureau retreats and seminars.

Services: Temporary installation of telephone lines (for phone, fax and modem services), and SIGNET and ISDN connections at locations other than the LBP Building.

# of Outlets / Item	Advance Notice
1 to 5	7 working days
6 to 10	10 working days

How to request: Submit SXTV service request form 2 which can be found at: <http://sxtvweb/hqtel-e.htm> and displayed under service request form.

Authorization: Director General or Area Manager

General points:

- SXTV representative meets with service requestor to discuss requirements.
- Cost recovery applies — SXTV creates separate billing code with Bell Canada to track costs.

