



## Event Call Service Order Form

Please return the completed form to the reservations department of Veidan via email: [reservations@veidan.co.il](mailto:reservations@veidan.co.il) or via fax: 03-9240632. The confirmation form will be sent to you accordingly. The charge for the service is according to actual use, according to the general terms for audio conferences and the alliance agreement form.

I wish to receive the confirmation form via  fax or  email.

### Company Details

Name of Company or Organization \_\_\_\_\_  
Address \_\_\_\_\_ Phone Number \_\_\_\_\_

### Organizer Details

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Position \_\_\_\_\_  
Phone Number \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_ Fax \_\_\_\_\_

### Contact Person Details for Billing Purposes

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Fax \_\_\_\_\_ Email to Send Invoices \_\_\_\_\_ Fax \_\_\_\_\_  
Address to send Bills \_\_\_\_\_

### Event Details

Date \_\_\_\_\_ Expected Number of Participants \_\_\_\_\_  
Start Time (Israel Time) \_\_\_\_\_ Expected End Time \_\_\_\_\_  
Main Speaker \_\_\_\_\_ Position \_\_\_\_\_  
Additional Speaker \_\_\_\_\_ Position \_\_\_\_\_  
Additional Speaker \_\_\_\_\_ Position \_\_\_\_\_  
Additional Speaker \_\_\_\_\_ Position \_\_\_\_\_

#### Connection of the Speaker to the Event

- The speakers will call into the conference independently.  
 The speakers will be connected to the conference via:  
Phone Number \_\_\_\_\_  
Additional Number (Cellphone) \_\_\_\_\_

#### Connection of the Participants to the Event

- A local Israeli number  
 Toll-Free 1-800, from the following countries:

\_\_\_\_\_  
\_\_\_\_\_

Language for leading the conference and accepting the participants:  Hebrew  English

**Reading of the disclaimer (Safe Harbor in an IR call)** will be done by  the speaker or  the Veidan representative  
**Type of Event**  public event or  private event (for the following company/bank: \_\_\_\_\_)

**Advanced Services**

- Participant List** - details requested:  Name  Company/Bank  Phone Number  Other \_\_\_\_\_.
- Comms Line** with Veidan representative (name of contact person) \_\_\_\_\_ Phone \_\_\_\_\_.
- Conference Manager** internet connection for remote command and control.
- Recording of the event on a CD** (will be sent via mail to the event organizer).
- Recording of the event as a file** (will be sent via email: \_\_\_\_\_ up to 24 hours after the conference.)
- Replay** of the call: from (date): \_\_\_\_\_ until (date): \_\_\_\_\_  
 Requested access numbers:  Local Israeli number  
 Toll-Free 1-800, from the following countries: \_\_\_\_\_.
- Live Webcasting** of the conference on the Internet + 3 months archive.
- Slides** accompanying the conference
- Non-Live webcasting**; replay of the conference on the Internet (3 months archive):  
 On Veidan's website- a direct link to Veidan's website where the recording is uploaded  
 ([http://www.veidan.co.il/en/ir\\_archive.aspx](http://www.veidan.co.il/en/ir_archive.aspx)). Sent up to three hours after the end of the conference.  
 On the customer's website (the file will be sent to the following email: \_\_\_\_\_ up to  
 three hours after the end of the conference)
- Transcription** of the conference (will be sent to the following email: \_\_\_\_\_).
- Translation** of the call into the following languages: \_\_\_\_\_  
 (will be sent to the following email: \_\_\_\_\_).
- Send SMS messages** (please send a list of numbers in Excel format).
- Send a fax: reminder** - background information, etc. (please send a list of numbers in Excel format).

**Additional Special Notes for the Conference:**

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