SUMMARY OF MATERIAL TERMS AND CONDITIONS

General Information

The Service provides you with the ability to set up teleconferences. Callers can dial in via a geographic, 1300 or international toll free number at your discretion.

The security of the teleconference is maintained by the allocation of a Conference Code and Moderator Pin or 2 types of Pass Codes provided to your nominated moderator(s):

- Participant’s Pass Codes - provides access to the teleconference and some features;
- Moderator’s Pass Code - provides access to the teleconference, participants’ features and additional features used to maintain the security of the teleconference.

Your nominated moderator(s) is responsible for the distribution of the appropriate Conference Pass Code to the callers.

There are 3 types of services:

- Automated Audio or ExecutiveMEET - available 24/7, dial-in from any touch tone phone and suits on the fly, interactive, day-to-day meetings (up to 125 participants)
- Operator Managed Audio or EventMEET – a fully managed, booking required, dial-in and dial-out service with enhanced features; suits high level executive calls and corporate announcements (No limit to attendee numbers)
- Web Conferencing - WebMEET (Webex hosted solution) or WebMEET LIVE (Microsoft Live Meeting hosted solution) offering interactive web collaboration and conferencing tools.


All access and use of Live Meeting is governed by the Terms of Use and Privacy Policy set forth at http://livemeeting.com/.

The service is only available to customers Optus classifies as Corporate customers.

Call Charges

You will pay teleconference call charges based on the phone number dialled by each caller and the length of time each caller is connected to the teleconference.

You will also be charged the teleconference call charges when callers dial-in to listen to a teleconference recording.

Callers are charged by their normal Supplier for the call type.

Other Charges

You will be charged for each teleconference recording requested by you.

Optus may also charge you if you request a copy of one of your previous bills.

Key Obligations

(i) The customer for the Service is the person contractually responsible for the use of the Conference/Pass Codes (referred to as ‘you’).

(ii) You are responsible for the security of the Moderator Pin and the Conference Pass Codes and the allocation of the Conference Pass Codes to callers by your nominated moderator(s).

(iii) You are responsible for all calls made using the Service, whether those calls were made by you or someone else. Optus will charge you an additional amount on account of its GST liability for supplies made from 1 July 2000.

(iv) You agree to indemnify Optus against any claims arising from the use of the Service. For example, you are solely responsible for any transmitted material which is defamatory or in breach of copyright.

(v) Optus will bill you monthly, but at anytime may vary the billing cycle on a one-off or continuing basis. You may be charged a late payment fee, including liquidated damages, by Optus if you fail to make any payments by their due date.

(vi) Optus may be required to change the technical specifications of the Service for operational and network planning reasons from time to time and will try to give you reasonable prior notice if such action affects you. Maintenance is generally scheduled to occur between 9pm Saturdays and 3am Sundays.

(vii) You must promptly notify Optus of any faults in relation to your Service and provide all necessary assistance to enable location and repair of any Service faults.

(viii) For the purpose of processing your application, establishing your account and ongoing credit management of your account, you authorise Optus to obtain credit information from credit reporting agencies and businesses that provide that information. You also authorise Optus to provide credit information to any credit provider.

(ix) In limited circumstances Optus is required or permitted to disclose a customer’s service number, name, address and other details to specific organisations.

(x) subject to the Trade Practices Act and any other applicable laws Optus is not liable for any costs, loss, liability or damage, whether direct or consequential, arising out of Optus’ supply or failure to supply the Service.

(xi) Optus may immediately terminate or suspend the Service to you without prior written notice if you fail to pay any applicable charges or deposit in relation to the Service or any other services supplied by Optus or its related corporations.

(xii) Optus may vary the Agreement from time to time. Optus will notify customers of any detrimental changes to the Agreement, usually by a public notice in The Australia