

NEWSSPOTTER BOOKING RULES

BOOKING

- Sessions are booked in multiple slots of 15 minutes each and the Booking Stop Time is calculated as Booking Start Date + Duration.
- Scheduling a new session for a same Account is possible, but only if the new session has a gap of at least 15 minutes from other sessions (this is due to the fact that a terminal reboot is needed to take the new configuration, and in the worst case that a terminal software update is needed, a reboot may need 10-12 minutes).
- The *Duration* can be extended for on-air sessions unless it breaks any other rule.
- The *Reference Booking Start Date* is the date & time used as reference for the *Cancelling Notice* and *Editing notice* as described in the following sections. When the session is created for the first time, the *Reference Booking Start Date* is equal to the *Booking Start Date*.
- *Cancelling Notice* is set to 24 hours prior to Reference Booking Start Date.
- *Editing Notice* is set to 1 hour prior to Reference Booking Start Date.

CHANGES

- A session can be changed before the *Cancelling Notice* without any charge.
- After the *Cancelling Notice* and prior to the *Editing Notice* a session can be modified provided that the *Duration* is not reduced.
- *Booking Start Date* can be modified to past dates and the *Reference Booking Start Date* is updated accordingly.
- If the *Booking Start Date* is modified to future dates, the *Reference Booking Start Date* does not change. This rule is set to avoid that a Customer postpones a session and then delete the session bypassing the possible *Cancellation Charge Rate*.
- No changes are allowed after the *Editing Notice*.

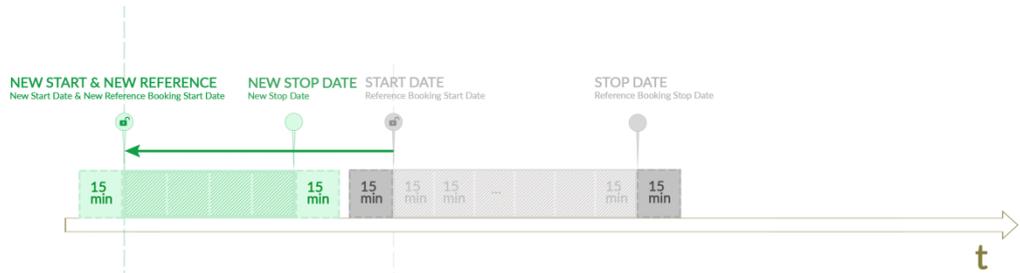
CANCELLATION

- No charges apply when a session is cancelled before the *Cancelling Notice*.
- If the session is cancelled after the *Cancelling Notice* and before the *Editing Notice*, *First Cancellation Charge Rate* of 50% is applied to the total value of the reservation.
- If the session is cancelled after the *Editing Notice*, *Second Cancellation Charge Rate* of 100% is applied of the total value of the reservation.

Booking session example:

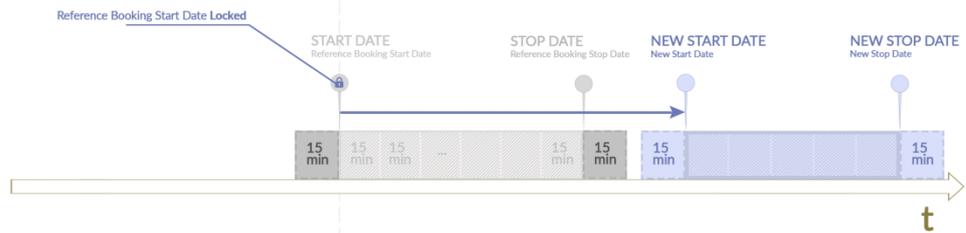
Status: FUTURE

Start Date can be modified to past dates, and the reference booking start date is updated accordingly



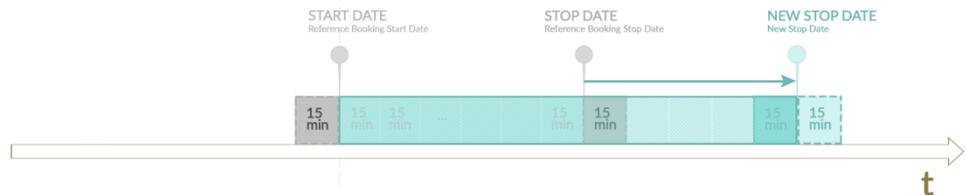
Status: FUTURE

Start Date can be modified to future dates, the reference booking start date does not change.



Status: ON AIR

Session can be extended in time as soon as it is on-air.



Changing/deleting session example:

