

EXTERNAL Room and Videoconferencing Booking Request Form AP 246

Contact Name _____

Phone _____

NAME OF EVENT: _____

Email _____

Department: _____

Signature _____

**** All fields must be filled out at time of submission to confirm room booking**

AP 246 Room Request		Catering Information													
<p align="center">AP 246 Rm Capacity 52 - <u>Videoconferencing</u></p> <p><i>U of T departments will be billed \$50 per hour for use of AP 246, plus \$50 per hour for use of videoconferencing equipment, for a total of \$100 per hour for bookings that include use of videoconferencing.</i></p> <p>FIS Department Accounts (for UofT Departments Only)</p> <p>G/L _____ Fund _____ CC _____ I/O# _____ CFC _____</p>		<table border="1"> <tr> <td>Will catering be required?</td> <td>Yes ___</td> <td>No ___</td> </tr> <tr> <td>Has catering been arranged?</td> <td>Yes ___</td> <td>No ___</td> </tr> <tr> <td colspan="3">If yes, person arranging catering/cleanup</td> </tr> <tr> <td colspan="3">_____</td> </tr> </table>		Will catering be required?	Yes ___	No ___	Has catering been arranged?	Yes ___	No ___	If yes, person arranging catering/cleanup			_____		
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Date Required	Equipment Items & Special Instructions														
<p>Date _____</p> <p>Time: From: _____ To: _____</p>	<p>Laptop – <input type="checkbox"/> PC or <input type="checkbox"/> Mac Number of Laptops required: _____ Adapter: Yes ___ No ___</p> <p>Videoconferencing Yes _____ No _____</p> <p>DVD Player _____</p> <p>VHS player _____</p> <p>Data Projector _____</p> <p>OTHER: Please specify _____</p> <p>*** CANCELLATION REQUIRES 48 HOURS NOTICE TO KATRINA MINTIS ***</p> <p>*** If any equipment is lost or stolen, the contact person will be held liable ***</p>														

Departments are responsible for contacting IIT to ensure technical support is on hand at the beginning or throughout your event.

Please submit completed form to:
katrina.mintis@utoronto.ca
 Department of Anthropology, 19 Russell Street
 Tel: (416) 978-4805