

INTERNAL Room(s) and Videoconferencing Booking Request Form

Contact Name _____

Phone _____

Department STG ____ UTM ____ UTSC ____

Email _____

NAME OF EVENT: _____

Room Number Requested: _____

Signature _____

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

Room Information		Catering Information	
<p>AP 246 Rm Capacity 52 <u>Videoconferencing Available</u></p> <p>AP 140 (Permission required – Katrina will confirm) AP 102 & AP 102A (Permission required – Katrina will confirm) **** return the above room request forms to Katrina ****</p> <p>+++++</p> <p>Form not required for the following rooms: AP 130 (Book with Josie Alaimo) josie.alaimo@utoronto.ca AP 330 Ethnography Lab (Emily Hertzman) emily.hertzman@mail.utoronto.ca</p>		<p>AP 367 Rm Capacity 20 <u>NO Videoconferencing Available</u></p> <div style="border: 1px solid black; padding: 5px;"> <p>Will catering be required? Yes ____ No ____</p> <p>Has catering been arranged? Yes ____ No ____</p> <p>If yes, person arranging catering/cleanup: _____</p> </div>	
Dates(s) Room Required	Equipment Items & Special Instructions		
<p>Date _____</p> <p>Time: From: _____ To: _____</p> <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 (in AP 246 Only) Yes _____ No _____</p> <p>DVD 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>		

Please provide 10 (ten) business days' notice in order to allow the Department to make arrangements with IIT for technical support if required to be on hand at the beginning of your event. Kindly schedule a videoconferencing test prior to the event for your remote participants.

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