

ELLICSR Room Booking Request Form



Please return this form via e-mail to ellicsr@rmp.uhn.on.ca

CONTACT INFORMATION					
Name:				Today's Date:	
Last name			First Name		
Phone: ()		E-mail:			
EVENT DETAILS					
Required Date:		Start Time:		End Time:	
Number of Participants:					
Name/Purpose of Meeting:					
Catering Yes [] No [] Please note that we do not provide catering. However, external catering is accommodated.					
MEETING TYPE: (INDICATE WITH X)					
Patient Education & Survivorship Staff Meetings		[]		Other UHN Staff Meetings []	
Classes & Programs for Survivors		[]		Clinical Booking []	
Staff Training		[]		Community Affiliates []	
Private External Event		[]			
ROOM REQUIREMENT: (INDICATE WITH X)					
COP Conference Room Seating capacity: Maximum 50 []	Combined COP Conference Room Seating capacity: Maximum 150 as Theatre []	Consult Room (3) Room capacity: 3-6 []		Demonstration Kitchen Room capacity: 20 []	
Community Centre(library) Seating capacity: 25 (couches and chairs) []		Boardroom Seating capacity full room: 16 Seating capacity half room: 8 Full [] Half []		Gym Room Capacity: 10 []	
ROOM SET UP: (INDICATE WITH X)					
Hollow Square []	U Shape: []	Theater []	Boardroom []	Classroom []	Groups []
AV REQUIRED: (INDICATE WITH X)					
Standard Screens w/PC [] Whether it is a weekly team meeting, or an annual advisory committee, the standard for any meeting here at ELLICSR is an LCD screen, Windows PC with Microsoft Office 2003, and wireless Keyboard and Mouse.			Teleconference [] The telecommunication revolution means we can now connect people and projects around the world instantaneously. Unfortunately, physical distance is something that still presents a barrier. With our teleconference option, your meeting will cross that barrier easily. If you have your own solution, please contact us to ensure we are aware of the technology.		
Medical Video Conference [] Building on the infrastructure of Ontario's Telemedicine network, the ability to add Video conferencing to your meeting means you can connect multiple users across the province's health care institutions for video conferencing. Administration of the system is handled by ELLICSR staff, but a full list of participants is required when booking the video conference.			Webinar/Webconference [] Webinars are able to bring meetings to the next level by featuring real-time slide sharing across the web. Coupled with teleconference or video conference, Webinars bring meetings to remote participants to the next level. ELLICSR has Webinar software that can be used for your meeting. If you have your own solution, please context us to ensure we are aware of the technology.		
Additional AV/Technical Requirements Please specify all of the AV you will be using/requiring e.g. Power Point, Audio, Recordings etc. <hr/>					