Conference/Events/Meetings on Campus – Communication is key

Planning a conference/event/meeting on campus?
Here is a check list of contacts necessary to make your event run smoothly, leaving your guests with a positive campus experience and allowing you to rest a little easier knowing all the bases are covered. By following these steps you will provide our on-campus Services with the information they need to give you the best service possible.

Space is limited, the sooner you book the better!

☐ Academic/Non-Academic Spaces – email the Scheduling Office at scheduling@uoit.ca. Please ensure you indicate the name/nature of your conference/event when submitting the request.

☐ Athletic Facilities - contact Michelle Roberts at michelle.roberts@dc-uoit.ca or call x3129

☐ Pub Rental - contact Mike Farrington at michael.farrington@dc-uoit.ca or 905-721-1609 ext. 232

☐ On-campus event form – (Everyone must complete this form) Once you have secured the location, complete an Application for On-Campus Event and email to Elaine.wannamaker@dc-uoit.ca in Risk Management. You will find the On-Campus Event form on the Scheduling Office web page, or I:\Insurance Forms.

Once you have confirmed the location and Risk Management has approved your event the following should be arranged: Please give at least two weeks lead time to ensure your requirements can be met.

☐ Signage – communicationsandmarketing@dc-uoit.ca

☐ Catering – https://durhamc-uoit.catertrax.com

☐ Alcohol Service - Mike Farrington at michael.farrington@dc-uoit.ca or 905-721-1609 ext. 232

☐ Security - securitiesupervisor@dc-uoit.ca

☐ Parking - parking@dc-uoit.ca or call Mario Wollery at x2460

☐ Housekeeping (garbage cans, recycling, clean up) - http://servicedesk.uoit.ca/Pages/Home.aspx

☐ A/V equipment or media support - http://servicedesk.uoit.ca/Pages/Home.aspx

☐ Facilities Management Services (heating, A/C, lighting) - http://servicedesk.uoit.ca/Pages/Home.aspx

☐ Set up/Logistics - http://servicedesk.uoit.ca/Pages/Home.aspx
Please ensure you provide all the details (# of tables/chairs, podium, coat rack, event time, set up time and take down time)

☐ Accommodations - Matt Markovic at mmarkovic@stayrcc.com or call 905-728-8700 ext 8707