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| The online form is to be used by Internal University Departments for University non-course requests only.

|  |  |  |
| --- | --- | --- |
| Required FieldContact Name |  |  |
| Required FieldDepartment/Faculty |  |  |
| Required FieldUniversity of Toronto Email Address |  |  |
| Required FieldUniversity of Toronto Contact Phone |  Ext.  |  |
| Preferred Contact Number |  |  |
| Required FieldEvent Name |  |  |
| Required FieldEvent Type |      Other (specify) |  |
| Required FieldTopic: |  |  |
| Required FieldSpeakers(s): |  |  |
| Required FieldAny Video/Film shown? | Any Video/Film shown?

|  |  |
| --- | --- |
| Yes | No |

 |  |
| Required FieldOpen to public | Open to public

|  |  |
| --- | --- |
| Yes | No |

 |  |
| Required FieldWill Refreshments be served?*Food and beverages are not allowed in our classrooms;please contact us for alternate options.* | Will Refreshments be served? Food and beverages are not allowed in our classrooms; please contact us for alternate options.

|  |  |
| --- | --- |
| Yes | No |

 |  |
| Required FieldAdmission to be charged? | Admission to be charged?

|  |  |
| --- | --- |
| Yes | No |

 |  |
| Required FieldNo Of Attendees Expected |  |  |
| Required FieldDate(s) Required |  |  |
| Required FieldStart Time(s) Required |  |  |
| Required FieldEnd Times(s) Required |  |  |
| Required FieldRooms RequiredPlease indicate which rooms: Seminar Room, Lounge, or both |  |  |
| Required FieldFund Centre | Required FieldCost Centre/IOFundGL |  |
| Comment(such as special requirements or more information regarding event) |  |
|  |  |  |

You will receive an email copy of this request after you submit it.A separate confirmation will be sent from our office once your request has been processed, or we will contact you with any questions we might have regarding the request.Required Field*Indicates Fields are Mandatory* |