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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 Required Please 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* |