**MSAC Room & Videoconferencing Booking Form**

Email this form as an attachment to MSAC Manager, Kelsey Hilton at kelsey.hilton@ubc.ca.

**Include your desired event date in the email subject line.**

Today’s Date: Enter today’s date

MUS Club: Enter club name

Title of Event: Enter event title

Student Event Organizer: Enter your name

Student Organizer Email: Enter your email

Student event organizer may need to be responsible for building and equipment security at the end of event.

**IDEAL EVENT DATE**: Enter the ideal event date

|  |  |
| --- | --- |
|  | Tentative Hold Only  |

**IDEAL EVENT TIMES:**

Planned **start** time for room booking: Room booking start time

NOTE: VC Events - need ½ hr VC set-up time before start time below.

Non-VC Events – you may use ¼ hour increments.

Planned **start** time of event/VC**\*\***: Event start time

Planned **end** time of event/VC: Event end time

Planned **end** time of room booking: Room booking end time

**\*\*Please make sure your event start time is accurate as it is used to create the signage around the building. If your start time changes, please email Kelsey to update it.**

**NUMBER OF ATTENDEES EXPECTED:**  Enter number of guests

**IDEAL ROOM FOR EVENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Room Name** | **Room #** | **VC Capability** | **Capacity** |
|  | MSAC VC Room | B08 | VC Available | 10-60 people |
|  | Latham Hall  | 110 | VC Available | 10-40 people |
|  | Hardwick Hall  | 104 | VC Available | 20-80 people |
|  | Alumni Room  | 103 | VC Available | 2-15 boardroom 15-30 people theatre seating |
|  | UBCMJ Meeting Room | B10 | No VC | 2-7 people |
|  | Music Room  | B09 | No VC | 2-15 people |

**OR**

|  |  |
| --- | --- |
|  | Any room with VC that is available |
|  | Any room available, VC is not needed |

**VIDEOCONFERENCE TO**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Site** | **Building** | **Abbreviation** | **Best suited for** |
|  | IMP | MSAC IMP – Royal Jubilee Hospital  | RJH 246 | 3rd & 4th Years |
|  | IMP | UVic Medical Sciences Building  | MSB | 1st & 2nd Years |
|  | IMP | Victoria General Hospital  | VGH | 3rd & 4th Years |
|  | NMP | UNBC Northern Health Sciences Centre  | NHSC | 1st & 2nd Years |
|  | NMP | University Hospital Northern BC  | UHNBC | 3rd & 4th Years |
|  | SMP | UBCO Reichwald Health Sciences Centre | RHS | 1st & 2nd Years |
|  | SMP | Kelowna General Hospital | KGH | 3rd & 4th Years |
|  | Other | Please specify: |
|  | VC Anywhere\* | Participants can connect to your event via their computers, laptops, iPhones or android phones. |

\*Organizer must appoint moderator to attend at MSAC with laptop to monitor VC Anywhere participation.

**Equipment Needs:**

**\*\*laptops are no longer automatically added to VC events. If you need one, please select it below\*\***

|  |  |
| --- | --- |
|  | Sound system |
|  | Movie will be shown |
|  | Laptop – MSAC has 3 to lend |
|  | Plasma Screen |
|  | Wired internet (MSAC has WiFi) |
|  | No equipment required  |

**ROOM SET-UP**

|  |  |
| --- | --- |
|  | Meeting around a table |
|  | Theatre Seating (chairs in rows) |
|  | Tables/counter for food |

**OTHER NOTES & INFO to your MSAC support team:**

**MSAC CANCELLATION POLICY** – 7 days’ notice