

THE PETER WALL INSTITUTE FOR ADVANCED STUDIES

University Centre
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Conference Room 307 Inquiry - Client Details Form

Event Title:	
Event Date:	
Event Purpose:	<input type="checkbox"/> <i>Workshop</i> <input type="checkbox"/> <i>Retreat</i> <input type="checkbox"/> <i>Colloquium</i> <input type="checkbox"/> <i>Other:</i>

Attendance:		
Event Time:	Start:	
	Finish:	

Client Contact:	Main UBC Contact	UBC Sponsoring Unit
Name:		
Address:		
Email:		
Phone:		
Fax:		

Audio Visual	Equipment is reserved on a 'first come first serve' basis. Please reserve required equipment as soon as possible. Note that the PWIAS can NOT provide technical support at events.		
	Flip Charts		DVD
	Document Camera		<i>Notes / Special Requests:</i>
	LCD Projector		

THESE ARE NON-SMOKING ROOMS IN A NON-SMOKING BUILDING

Please note: The capacity of the room is dependent on the set up required. Requests for changes to the room set up incl. number of registration tables, the number of attendees, or A/V requirements, may affect our ability to host the event.

Event organizers must be UBC faculty and/or staff, as the organizer you must provide the booking confirmation and you must be present throughout the entire event.

PWIAS reserves the right to cancel the booking if these requirements are not met.

ALL CHANGES MUST BE COMMUNICATED TO PWIAS AND SAGE BISTRO.

All bookings are subject to the approval of the Director of the Peter Wall Institute.

Thank you for your interest in the Peter Wall Institute.

February 9, 2012