

## Booking CRC Rooms: 501 Tier/125 William Norrie/2 Thompson

The following rooms are designated for the use by the Canada Research Chair in Indigenous Knowledges and Social Work (CRCIKSW):

- ❖ Fort Garry Campus – 501 Tier - Pick up key at the General Office (521 Tier)
- ❖ William Norrie Centre – Room 125 – See Gail Lemoine.
- ❖ Thompson – Room 2 – See Colin Bonnycastle.

Room booking requests for ALL of the rooms noted above should be directed to Shedlmor at [shedlmor.sevillo@umanitoba.ca](mailto:shedlmor.sevillo@umanitoba.ca) or (204) 474-8548. Shedlmor will coordinate with Gail and Colin respectively.

When submitting a request, please provide Shedlmor with the details below. The information allows Shedlmor to properly book and prioritize proper usage of the rooms as outlined in the **Indigenous Knowledges and Social Work Research Centre<sup>1</sup>** policy located on the shared drive; as well as for reporting purposes.

### Required Information

1. Name of the Requestor:
2. Date(s) and time of the Event(s):
3. Purpose: (e.g. – Research, Presentation, MSW Defense, Faculty Council, etc.)
4. Indicate whether this is a Priority Use or not (Y/N): (Refer to policy).
5. Priority Level: (See chart below)

Research Related	Non-Related to CRCIKSW or Research
1 – CRC Chair	1 – Faculty Council
2 – Researchers/Students CRCIKSW Related	2 – Instructional Use/Thesis
3 – Individual Researching IK & SW	3 – Other Faculty of SW
4 – Researchers (Other Projects)	

6. Indicate whether you will need assistance with set-up.

### Room Booking Request Instructions

**Step 1** – Submit your request with full details to Shedlmor.

**Step 2** – Shedlmor will confirm or deny your request.

**Step 3** – If approved, Shedlmor will send out a calendar invite through Outlook. If denied, she will provide you with alternatives.

**Step 4** – Pick up the key from the respective representatives listed above.

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<sup>1</sup> [\\Socialwork-nw\socialwork\shared\public\Resources\Indigenous\\_Knowledges\\_and\\_Social\\_Work\\_Research\\_Centre.pdf](\\Socialwork-nw\socialwork\shared\public\Resources\Indigenous_Knowledges_and_Social_Work_Research_Centre.pdf)