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.

Room booking requests for ALL of the rooms noted above should be directed to Shedlmor at 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 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)

<table>
<thead>
<tr>
<th>Research Related</th>
<th>Non-Related to CRCIKSW or Research</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – CRC Chair</td>
<td>1 – Faculty Council</td>
</tr>
<tr>
<td>2 – Researchers/Students CRCIKSW Related</td>
<td>2 – Instructional Use/Thesis</td>
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<tr>
<td>3 – Individual Researching IK &amp; SW</td>
<td>3 – Other Faculty of SW</td>
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<tr>
<td>4 – Researchers (Other Projects)</td>
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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.

1 \Socialwork-nw\socialwork\shared\public\Resources\Indigenous_Knowledges_and_Social_Work_Research_Centre.pdf