

Booking Faculty Resources (Laptops/Projectors/Boardrooms)

To book a faculty resource(s) for one-time events, please fill out the form below.

Note: We require a minimum of one business day notice to reserve equipment or media.
We cannot guarantee that last minute requests will be accommodated.

NAME OF REQUESTOR: _____

NAME OF EVENT/MEETING: _____

DATE(S) OF EVENT: _____

START TIME: _____ **END TIME:** _____

OF ATTENDEES (for room size): _____

I WILL REQUIRE THE FOLLOWING RESOURCE(S):

LAPTOP(S) **QTY:** _____

LAPTOP WITH SPSS SOFTWARE

PROJECTOR(S) **QTY:** _____

BOARDROOM – 410A TIER

BOARDROOM – 500F

If you would like other attendees to be included in the Outlook calendar invite, please list their first and last names and/or e-mail addresses (if external to UofM) in the Additional Instructions/Comments field below.

You can also list additional dates and times in the field below.

ADDITIONAL INSTRUCTIONS/COMMENTS:

Completed forms should be sent to the Faculty of Social Work General Inbox – socialwk@umanitoba.ca