



Event Booking Guidelines:

To ensure the many events continuously ongoing here at Robson Hall are well organized and run smoothly, please adhere to the following:

When beginning to plan your event:

1. Please use the **online Room Booking Form** found here: <http://law.robsonhall.com/room-booking-form/>.
 - This should be your first step when planning an event.
 - This allows us to consider possible competition for the audience due to other events.
2. Please book your event a minimum of **two weeks** in advance.
 - The Communications department supports many events, and cannot properly accommodate your event with very little notice. First come, first serve!

****Any events to be booked over the weekend MUST be pre-approved by the Dean****

Communications Info:

Advertising:

If you'd like to request assistance advertising your event, please submit your request to Christine.Mazur@umanitoba.ca, with the following:

- Event title, Date, Time, Location, summary of event, whether or not there will be food, contact name and email address.

Recordings:

Should you wish to have your guest speaker recorded and shared to the Robson Hall YouTube channel for educational purposes:

- Please obtain the guest speaker's permission, using the U of M release forms found here: http://umanitoba.ca/admin/mco/media/Photo_video_Consent_form-Sept_2011.pdf
- For a good quality recording, please book U of M AV Services a **minimum of 2 business days** in advance using the following form: <http://umanitoba.ca/computing/ist/teaching/avfortgarry.html>.
 - Note AV Services requires a fee, unless permission to attach the recording to a related course has been granted from the course instructor.