

HOW-TO HOST CONFERENCES, MEETINGS, & EVENTS ON CAMPUS

ROOM BOOKING:

- Complete the on-line room booking request form, <https://www.unbc.ca/conference/room-booking>, at least 3 business days prior to the start date. For large special events please book at least 14 business days prior to the start date.
- Conference & Event Services will recommend and book appropriate space(s). If a specific room or set-up is preferred, please include this on the request form. Note, bookings may need to be relocated to suitable alternate locations.
- Outdoor spaces, including parking lots, can be requested by completing the form as well.
- Conference & Event Services will send a Booking Confirmation with the date(s), times, location and set up information for your review.
- The person and program/department named on the Booking Confirmation is the responsible event organizer. This includes ensuring the space is satisfactorily set-up and the attendees needs are taken care of. For example: catering, audio-visual, greet guests, room unlocked and accessible, etc.
- Conference & Event Services adheres to [UNBC Space Booking Policy](#). Room rental rates may apply as per this policy.
- Please be sure to email roombookings@unbc.ca as soon as possible of any cancellations or changes.

ROOM SET UP AND ACCESS:

- The Booking Confirmation includes setup details as per your request and availability of the space/furniture. The event organizer should view the space prior to the event start time to ensure the setup is satisfactory. If possible, it is recommended to do this before 2pm on the day prior.
- Conference & Event Services communicates daily with the Facilities Department to arrange set up of spaces. For last minute changes on the day of the booking and if Conference Services cannot be reached, please call the Facilities Department directly at 250-960-5552 and they will radio a crew member to assist.
- Conference & Event Services provides a daily activity report directly to UNBC Security, and they will lock/unlocks rooms on campus. For any special requests or concerns please contact Security directly at unbcsecurity@unbc.ca or call 2050-960-7058.

CATERING

- To place a catering order contact Dana Hospitality by email at catering.coordinator@unbc.ca or call 250-960-5782. Orders are placed on-line at <https://unbc-cgc.catertrax.com/shopcatertrax.asp>
- Conference & Event Services meets weekly with Catering and the Facilities Department to coordinate set up of food service tables.
- Linens are provided at no charge for food service tables. Contact Dana Hospitality to arrange for any additional linens.

AUDIO VISUAL EQUIPMENT AND TECH SUPPORT

- Most classroom and meeting spaces have built-in a/v equipment. Please notify ITS when you intend to use built-in equipment to ensure it is functioning properly. To arrange tech support or use of portable equipment contact ITS. ITS can be reached by email at support@unbc.ca or call 250-960-5321.
- Flip chart stands, tack boards, and whiteboards can be requested on the on-line booking request form. The event organizer is responsible for providing flip chart paper, pens, whiteboard markers and erasers.

CUSTODIAL

- Conference & Event Services provides a daily activity report directly to Sodexo (custodial contractor) to communicate all room bookings (outside of the academic class schedule and exams). Special requests or concerns arising in regard to janitorial services should be reported to the Facilities Department by submitting a TMA request. <https://www.unbc.ca/facilities/operations-maintenance>.

INVOICING

- If applicable, room booking fees will be outlined in the Booking Confirmation and the program/department will receive an invoice after the event date. Payment is due within 30 days of receipt by sending a reply email that includes account coding and approval.

Conference & Event Services information available at www.unbc.ca/conference, or email: roombookings@unbc.ca

