

BOOKING CONTACT INFORMATION

Full Name: _____

Company: _____

Email: _____

Phone: _____

On-Site Contact *(if different from booking contact)*

Full Name: _____

Email: _____

Phone: _____

BOOKING REQUEST DETAILS

CANS Conference Centre is available Monday - Friday, from 8:30 a.m. - 3:30 p.m.

Preferred Date: _____

Time: _____

Alternative Dates: _____

Number of Attendees: _____
(Maximum 25)

Meeting Name: _____

Meeting Purpose: _____

ROOM CONFIGURATION AND SET UP

Preferred Room Configuration: *(CANS will accomodate whenever possible)*

U-Shape

Squares/Pods of Tables

Traditional Boardroom

No Preference

**Click here to view examples of these set-ups.*

Please note: Any changes required for this booking must be provided five business days in advance. CANS cannot guarantee all changes made past the original booking will be accommodated.

Do you require a virtual Teams meeting be set up*?

Yes

No

Do you require coffee and/or water? (no charge)

Yes

No

*Five business days' notice required to set up. Please send Kaitlyn Bennett the list of names and emails needing access.

TERMS OF USE

Please note that CANS Conference Centre is situated among CANS staff office spaces. We understand that noise is inevitable, but we ask you to be mindful and use the designated areas (outside of the Conference Centre) for phone calls, etc.

If there is catering, we'd ask that you please tidy the Conference Centre kitchenettes as best as possible.

Thank you, we appreciate your cooperation.

*COVID-19 Disclaimer

Acknowledges that they are using the Conference Centre at their own risk

Acknowledges public health directives and agrees to follow those directives where applicable

SIGNATURE

I have read, understand and agree to the above requirements to use CANS Conference Centre.

Signature: _____

Date: _____