External Meeting Room Booking Form

1. Copy and paste the table directly into an e-mail addressed to [MeetingRooms@ata.ab.ca](mailto:MeetingRooms@ata.ab.ca) with the subject line providing the meeting title and date. Please do not send the form as an attachment.

2. A confirmation of your booking will be sent by return e-mail. You should review the details of your booking to ensure accuracy.

3. Changes to the booking would be appreciated no later than 1000 on the Tuesday one week prior to the scheduled meeting, if possible. Please submit these by e-mail to MeetingRooms@ata.ab.ca or to facilities scheduler directly at extension 681.

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting Title | |  | |
| Date of Meeting(s) | |  | |
| Post on Electronic Signage | |  |  Do Not Post |
| Start/End Time | |  | |
| Participant Number | |  | |
| Room Set-up | |  | |
| Equipment/Technology | |  | |
| Participants bringing laptops | |  Yes |  No |
| Billing Information  (name, address, contact #) | |  | |
| CATERING: To access catering and bar service information, [click here](https://www.teachers.ab.ca/SiteCollectionDocuments/ATA/About-the-ATA/Catering%20and%20Room%20Rentals/OP-OO-7%20catering%20brochure.pdf?d=we075acfe384e439b8d7979150a5d2813). | | | |
| Room Preference | Delivery Time | Catering Order, Bar Service, Hosting Requirements, Tablecloths, Linen Napkins or other Special Requests | |
|  |  |  | |
|  |  |  | |
|  |  |  | |

|  |
| --- |
| Questions on meeting room bookings should be directed by e-mail to [MeetingRooms@ata.ab.ca](mailto:MeetingRooms@ata.ab.ca) or by contacting Facilities Scheduler at extension 681.  To order a custom menu or for assistance with large banquets and special meeting requests, contact Pierre Plamondon, food services and facilities manager, at 780-447-9414;  e-mail [pierre.plamondon@ata.ab.ca](mailto:pierre.plamondon@ata.ab.ca). |