External Meeting Room Booking Form

1. Copy and paste the table directly into an e-mail addressed to 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 10:00 a.m. on the Monday two weeks prior to the scheduled meeting, if possible. Please submit these by e-mail to MeetingRooms@ata.ab.ca.

|  |  |
| --- | --- |
| 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 toMeetingRooms@ata.ab.ca. |