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 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.

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| --- | --- | --- | --- |
| 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 | |
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| Questions on meeting room bookings should be directed by e-mail to [MeetingRooms@ata.ab.ca](mailto:MeetingRooms@ata.ab.ca). |