



If you would like to hold an event in partnership with the Institute for Management & Innovation at the University of Toronto Mississauga (UTM) please fill out this form no later than three months prior to your event so that we can assist you the best way we can. Before filling out this form, please ensure that you have read and fully understand the [Terms and Conditions](#).

Tell Us About You

Name of Event Organizer: (First) _____ (Last) _____

Company or Group Name: _____

Address: _____ City: _____

Province: _____ Postal Code: _____

Relationship to UTM: Staff Faculty Department External Organization

Phone: _____ E-Mail: _____

Please provide details regarding your event (ie. purpose, target audience, and how this event fits with the IMI Strategic Plan):

Tell Us About Your Event

Event Name: _____

My Event is: Public Private

Attendee List: Adults Teens Children (Please check all if applicable)

How many guests are expected: _____

Event Type: Workshop Seminar Symposium Research Reception
 Conference Other _____

Event Space Required: Classrooms Atriums/Conference Space Labs

Do tickets need to be purchased for this event: Yes No

Will Media be invited: Yes No

Please attach your Program and/or Agenda for your Event

Resource Information

Please note that there may be costs associated with your resource requirements

Audio Visual requirements: Yes No

Details:

Communications and Marketing assistance: Yes No

Details:

Facility Resources (ie. caretaking, grounds, parking) special requests: Yes No
Details:

IT Resources (ie. classroom technology, wifi requests): Yes No
Details:

Catering: Yes No Special Occasion Permit for Alcohol
Details:

Additional Details

Please provide any additional details regarding your event that will help with the planning process

Terms and Conditions

The following "Terms and Conditions" are incorporated into, and form part of, the booking agreement, as agreed to upon submission of your event booking request:

- The event will be conducted in a safe, orderly manner.
- The event will be restricted to the assigned area.
- The event will not interfere with UTM operations or other members of the UTM community.
- UTM provides the use of Campus space on the basis that the space is restored to its original condition at the end of each event. The event organizer will be responsible for any property damage and loss of equipment that occur as a result of the event. Damages and losses will be assessed, and applicable costs billed to the event organizer.
- The event organizer will be present for the duration of the event and will be responsible for leaving the area clean and litter free.
- Participants who plan to bring vehicles on Campus must pay for parking by obtaining a ticket from the Pay and Display Machines. The University of Toronto Mississauga is not responsible for parking violations, citations, or fines accrued by conference participants.
- UTM expressly prohibits the use of candles, fog/smoke machines, dry ice and helium balloons on Campus. The use of scotch tape, masking tape, duct tape and painters tape is prohibited on doors, walls or glass surfaces in all buildings and classrooms on Campus. Flipcharts, easels and portable signs are available upon request for signs and displays.
- UTM is not responsible for any lost or stolen items from the classrooms or meeting areas.
- Smoking and/or vaping are not permitted on the University property

Failure to adhere to the Terms and Conditions may result in the withdrawal of IMI's support of the event and may further result in any future requests from the same group or organization.