

1-002 Katz Group Centre for Pharmacy and Health Research
Edmonton, Alberta, Canada T6G 2E1
Tel: (780) 492-7629

Event Planning Form 2017-2018

Please complete this form when organizing any events and email to Jill Schneider at msavpstudentaffairs@ualberta.ca.

Please note:

You **should** complete this form if your event includes one or more of the following: **travel** (i.e. is off-campus), **alcohol**, **physical activity**, **risky activity**, **media**, **controversial topics** and/or is a **multi-day event** or **event with more than 100 participants**.

Please ensure sufficient time to complete all forms & checklists and get appropriate help for any unclear areas.

All events off-campus, serving alcohol, including physical or risky activity and/or requiring a waiver must be organized and an event submission form submitted on BearsDen a **minimum of 6 weeks in advance**.

You **DO NOT** need to fill out this form if your event fits the following description: on campus with no alcohol and no risky activity. (I.e.: lunch hour talks do not need to complete this form).

To submit event to the MSA Calendar and or The Steth eNewsletter: <http://msa.ualberta.ca/Events.aspx>

Title of Event:	
Club, Interest Group, Faculty, or Departmental Affiliation:	
Date of Event (dd/mm/yyyy):	
Start Time:	
End Time:	
Email Contact:	
Additional Info:	
In less than three sentences, please describe your event:	
Number of participants expected to attend:	

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<p>Is the event <u>OFF Campus</u>? (If yes, please fill out the <u>EVENT APPROVAL FORM</u>:</p> <p>Go to https://alberta.collegiatelink.net/ and log in to BearsDen using your CCID and password.</p> <ol style="list-style-type: none"> 1. Click on Organizations on the menu at the top of the page 2. Type in "Medical Students' Association" in the search bar on the left hand side 3. Click on Join Organization on the MSA page <ol style="list-style-type: none"> a. The MSA VP Student Affairs will then receive your request via email and will approve it on BearsDen. 4. Once you have been approved and given event planning authority (within a couple days), you will be notified via email by the VP Student Affairs. <p>Once you are an executive (and have event planning authority) on BearsDen,</p> <ol style="list-style-type: none"> 1. Go on the MSA page again 2. Click the Create Event button that should now be visible 3. Fill in the event submission form and submit it. <ol style="list-style-type: none"> a. Be sure to mention if your event will include alcohol, as this will prompt the submission form to ask for the necessary extra information. <p>The SGS Risk Management Coordinator will contact you directly to clarify anything that was unclear, and to pass on the waivers you will need.</p>	
<p>Specific Location (building & room number, or street address) if off-campus:</p>	
<p>Is the event <u>ON-CAMPUS</u>?</p>	
<p>Specific Location (building & room number, or street address) if on-campus:</p>	

A. INSIDE ON-CAMPUS locations:

Please contact Exams and Timetabling (Phone: 780-492-5221) or the UofA Switch Board (phone: 780-492-3111) to get the booking information about any of the following locations:

Katz 1-080

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Katz Atrium
 ECHA
 Study rooms in JW Scott library
 TELUS room
 Other Venues/meeting rooms:

<http://www.asinfo.ualberta.ca/en/ConferenceServices/OurEventVenues.aspx>

B. OUTDOOR ON-CAMPUS locations: (ie: Quad, Corbett Hall field etc)

You will need to contact Facilities and Operations and fill out the "Outdoor Event Site Request Form", which can be accessed at

http://www.facilities.ualberta.ca/Operations_Maintenance_FO/BGS/Site_Bookings.aspx

Do you need catering at your event?	
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If yes, the most popular choices for catering by clubs in the past have been:

Sobeys on 112 street

Upper Crust Cafe

Classic Fare Catering from the UofA Ancillary Services (<https://ualberta.catertrax.com>)

Will alcohol be served at the event?	
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If yes:

Please Review the Ancillary Services Checklist so that you have an understanding of the steps involved:

<http://www.asinfo.ualberta.ca/AlcoholProceduresandRegulations/ApplicationChecklists.aspx>

If yes:

At least 2 executives from your group must complete the **Pro-serve training (online) and Event Organization training (in-person)** through the SGS for your event. You can view the training dates/times and sign up at the following link:

<https://www.su.ualberta.ca/services/studentgroups/registration/training/>

Write any comments, questions, or concerns here.	
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Advertising your event (yes/no and how):	
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Please send us any posters, logos or advertisement for approval by the University of Alberta

Do you want your event on the **MSA Calendar**? If yes, complete the "MSA Calendar Event Submission Form"

<http://msa.ualberta.ca/Events.aspx>

Do you want to advertise in **The Steth eNewsletter**? If yes, complete the "The Steth Submission Form"

<http://msa.ualberta.ca/Events.aspx>

Ensure to check and avoid booking conflicts using [MSA Scheduling Spreadsheet](#).

Itinerary	
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Please Attach an Itinerary of your event including:

Session names and times with brief description along with the name of all those teaching/leading sections.

An example itinerary is provided on the pages to follow.

EXAMPLE ITINERARY

Event XYZ Planning Info

Transportation

- <Name of bus company used>
 - <Insert their address here>
- Main contact: <Name of their main contact> (email, phone number)
- Confirmation that they have insurance

Accommodation

- <Name of the hotel>
 - <Address of the hotel>
 - <Phone number of the hotel>
 - Check-in: dd/month/yyyy
 - Check-out: dd/month/yyyy
 - Main contact
 - <Name>
 - <Position>
 - <Phone number, email of the main contact>

Conference Itinerary

Friday January 18, 2013

Buses from North Jubilee Auditorium, Edmonton, to The Hotel

- Bus 1 & 2 – Departure Time **1:30 pm**
- Bus 3 & 4 – Departure Time **2:00 pm** Hotel to <name of bar/club> for Graffiti Party *no line
no cover until 11 pm*

Optional Social Event: Graffiti Party bar night at <name of club> (see info below)

- Shuttle buses between the <Hotel> and <club> every ~ 30 minutes starting at 9 pm
- Last bus departs <club> for <Hotel> at 2:30AM

Saturday, January 19, 2013

All events take place at the hotel

10:00am – 5:00pm: Conference sessions (with breaks for lunch and coffee)

10:00 am – 11:00 am	Conference session 1
11:00 am – 12:00 pm	Conference session 2
12:00 pm – 12:30 pm	Coffee break – students visit sponsor booths
12:30 pm – 1:30 pm	Conference session 3
1:30 pm – 2:30 pm	Lunch
2:30 pm – 3:30 pm	Conference session 4
3:30 pm – 4:00 pm	Coffee break – students visit sponsor booths
4:00 pm – 5:00 pm	Conference session 5
5:00 pm – 7:00 pm	Free Time
7:00 pm – 9:30 pm	Gala dinner with keynote speakers
9:30 pm – 1:00 am	Banquet Reception and Dance at the Hotel

Session Options Include

Asthma and Intubation
(In)Forming - Clay Creativity
Clinical Skills
Ethics and Professionalism
Financial Management
Fitness – Bootcamp Training
Goal Setting
Hiking and Photography
Hip Hop Dance
Improvisation
Life as a Resident
Nutrition
Trauma Simulation with STARS
Yoga

Sunday, January 20, 2013

Student attendees may take part in optional activities of skiing, visiting Banff Hot Springs or visiting Banff Town centre.

Buses for Skiing

- 8:00AM *Skiing – The hotel to Sunshine Village*
- 3:00PM *Sunshine Village to The hotel*

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Shuttle buses running from The Banff Centre – Banff town centre – Banff Hot Springs

- Hourly shuttles run from 10:00am until 3:00pm

4:00pm - Departure from the Hotel

- ALLBUSES depart @4PM (arrival in Northern Alberta Jubilee Auditorium Parking lot in Edmonton by 9pm)

Note: UofC students arrange their own car-pool transportation and do not use the arrange bus transportation.

Optional Social Events and Excursions (more details)

dd/month/yyyy

- Graffiti Party bar night at <name of the bar/club> (to be confirmed)
<Name of the club>:
 <Address of the club>
 <Phone number>

dd/month/yyyy

- Skiing at Sunshine Village
(Banff, Alberta)
- Trips to the Banff Hot Springs (provide details of transportation, if any provided)
- Visiting the Banff town