

## Information Session - Booking Form

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1. Company Name
  2. Contact Name
  3. Position Title
  4. Email Address
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### Event Details

5. Number of students
6. Date
7. Time
8. Location
  - Kruger Hall - 128 Students (Seated) 170 (Standing) - \$200 Fee
  - Water's Lounge - 60 Students (Seated) 70 (Standing) - No charge
  - Other space available on campus for various fees

### **Address**

Kruger Hall - WO Woodsworth College  
119 St. George Street, Toronto, On, M5S 1A9

Water's Lounge - Woodsworth College  
321 Bloor St. W., Toronto, On M5S 1W7

## **Setup & Audio/Visual Equipment**

9. The Rotman Commerce Career Centre will take care of the entire setup process including tables, chairs and complete audio/visual configuration. Please let us know if you require the following.

USB  
Laptop  
Wireless Mic

10. Lecture Style set up for event      Yes  
   Other

Please ensure you forward us your presentation if you will not be bringing it with you.

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## Catering

<b>Caterer</b>	<b>Website</b>	<b>Phone Number</b>
Pickle Barrel	<a href="http://picklebarrelcatering.com">http://picklebarrelcatering.com</a>	416-493-4333
Veda	<a href="http://www.vedatakeout.com/?cmd=menu">http://www.vedatakeout.com/?cmd=menu</a>	416-961-9797
Santaguida Fine Foods	<a href="http://www.santaguidafinefoods.com">http://www.santaguidafinefoods.com</a>	416-535-1393

Note: If you would prefer to use one of your own external suppliers to cater the event, please notify us so that we can coordinate delivery. Also, if you would like alcohol served at your event we require at least one weeks' notice to arrange permits and service with University of Toronto's Beverage Services.

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## Marketing

12. If you have an electronic version of your information session invitation, please share it with us so we can include it on our Portal and LCD screens. You can also provide us with a blurb about the event in the following text box.

## Target Programs

Please let us know your desired audience:

- Rotman Commerce - Year 1
- Rotman Commerce - Year 2
- Rotman Commerce - Year 3
- Rotman Commerce - Year 4
- Rotman MBA
- U of T Scarborough, Management
- U of T Mississauga, Commerce
- Engineering
- Other (Please specify)

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## Job Posting

Job postings for fall recruitment will go live on the Rotman Commerce Portal beginning Friday August 8, 2016. Please forward your job opportunity to us at least two weeks prior to this date.