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# Room Booking Procedures

• September 21, 2008

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I have been receiving many questions regarding room bookings. As the VP Internal Affairs on the Medical Society, I am e-mailing to update you about the new room booking procedures for this year.

If you want to book a room (in MSB for example), these are the procedures you must follow.

- 1) Check the website [osm.utoronto.ca](http://osm.utoronto.ca) for room availability. Check that the room you wish to book is free at the time you need it for.
- 2) Once you know the room you want is available you must submit a room booking request to Ann Loo, who is the Administrative Coordinator for the Medical Society. You can reach Ann at [medical.society@utoronto.ca](mailto:medical.society@utoronto.ca). Send Ann an e-mail with the subject "Room Booking Request". In the e-mail please list the following:

Club Name:

Event Description:

Room:

Date:

Time:

You should be submitting this request AT LEAST 1 week before your event. To ensure you get the room and time you want, you should submit your requests as early as possible.

- 3) Go back to the [osm.utoronto.ca](http://osm.utoronto.ca) website a few days after you submit your request to check that your event has been booked in the appropriate time slot.

I hope these instructions are clear. If you have any further questions about room bookings, please do not hesitate to contact me.

Jayant Ramakrishna  
VP Internal Affairs