

2017-2018 Friday Noon Rounds Bookings

Bookings:

- Please email physician.education@northernhealth.ca for date availability
- Bookings are on a first-come-first-serve basis
- Bookings are considered provisional until return of the completed booking form
- Bookings need to be reconfirmed no later than 4 weeks prior to event with finalized details as to venue and intended audience
- If bookings are not reconfirmed 4 weeks prior to event, Physician Education reserves the right to cancel the booking and offer the date to the waitlist

Cancellation:

- Please notify physician.education@northernhealth.ca as soon as possible if your event is unable to go ahead

Advertising:

- **Immediately:** event is added to the [physician education event calendar](#)
- **Three weeks prior to the event:** poster is put up on the bulletin board outside the physician lounge at UHNBC and in the physician mailroom on the bulletin boards
- **Two weeks prior to the event:** paper advertising in each mailbox in the physician mailroom
- **One week prior to event:** email reminder sent to target audience

Additional Information:

- Generally between 10-20 attendees
- The Physician Education department will have someone arrange for catering and be in attendance the day of to assist with the event and cleanup.
- Event is usually held in the UHNBC's Learning and Development centre, room 0505
- A list of preferred caterers is available upon request

2017/2018 Friday Noon Rounds Booking Form

Mailing Address:		
City:	Prov:	Postal Code:
Booking Representative(s):		
Telephone:	Cell:	
Email:		
Speaker Name:		
Family Practice	Specialist:	Other:
Presentation Title:		
Preferred Date:		
Location:	UHNBC Learning & Development Centre, Room 0505	
	Other:	
Catering:	Physician Education to make catering arrangements Will make arrangements for catering from the following caterer:	
Advertising	Will provide notices for distribution Please use the standard UHNBC notices No advertising required	
(please check all that apply):	Please provide notices to the following departments:	
	Family Practice Physicians	Nurse Practitioners
	Pharmacists	Nurses
	Specialists (please specify)	
	Other:	

****Bookings are considered provisional until return of the completed booking form***

*****Bookings must be reconfirmed no later than one month prior to event to avoid cancellation***

Signature: _____ Date: _____

Please return completed form to physician.education@northernhealth.ca
or fax to 250-645-6336