

2019-2020 Thursday Evening 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, CME reserves the right to cancel 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 [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
- **One week prior to event:** email reminder sent to target audience
- **Week of event:** If requested by booking representative, an email reminder may be sent to targeted audience to increase RSVPs.

Additional Information:

- Generally between 10-20 attendees
- The sponsoring company is responsible for all arrangements, including venue, audiovisual and catering requirements.
- Usually held at a local restaurant with cocktails at 6:30 pm and presentation starting at 7:00 pm. A list of preferred restaurants is available upon request.

2019/2020 Thursday Evening Rounds Booking Form			
Company:			
Mailing Address:			
City:		Prov:	Postal Code:
Booking Representative(s):			
Telephone:		Cell:	
Email:			
Speaker Name:			
Family Practice		Specialist:	Other:
Presentation Title:			
Learning Objectives:			
Preferred Date:		Location:	
Evening Format:		Cocktails 6:30 pm and Presentation 7:00 pm Format if different than above:	
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 Nurses Pharmacists 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