

2017-2018 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, Physician Education 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
- **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
- **Week of event:** If requested by booking representative, an email remainder may be sent to targeted audience to increase RSVPs (dependent on number of other emails being sent to physicians).

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.

2017/2018 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