Information Session Form

Room Booking Information

Company Name: Click here to enter text.

3 Dates of availability:

Click here to enter a date.	Click here to enter a date.	Click here to enter a date.

Times:

Start: Click here to enter text.

End: Click here to enter text.

Would you like a small or large room:

☐ Small (Less than 50 students)

☐ Large (More than 50 students)

What is the approximate budget for your event (optional): Click here to enter text.

The presenter's names (tentative names will be accepted): Click here to enter text.

Promotional Information

A short paragraph of your company and information about what students can expect from the event:
Click here to enter text.

Majors Targeted (ex. Software Engineering, Physics, Accounting, Political Science, etc.):

Click here to enter text.

Degree Targeted:

☐ Bachelor   ☐ PhD

☐ Masters   ☐ Any

Year Level:

☐ 1st Year   ☐ Final Year

☐ 2nd Year   ☐ Any

Career Opportunities being offered: Click here to enter text.

What positions will you post on our job database: Click here to enter text.

Will the information session be in:

☐ English ☐ French ☐ Bilingual

Is the information session open to:

☐ Current Concordia students ☐ Concordia Alumni

Do we have permission to use your company logo for promotional purposes?

☐ Yes ☐ No

Comment: Click here to enter text.

Will you be promoting the event on your Social Media Channels? ℹ️

☐ Yes ☐ No

Comment: Click here to enter text.

Other Information

Will you be catering this event? (All orders must be placed within 4 business days of the event) ℹ️

☐ Yes ☐ No

Will you require the students' names who will be attending the event?

☐ Yes ☐ No

Comment: Click here to enter text.

What level of French is required to work in your organization?

☐ Beginner ☐ Advanced

☐ Intermediate ☐ Not Applicable

AV Equipment Information

What AV do you require? ⓘ

☐ LCD Projector   ☐ Concordia Computer

☐ Screen   ☐ Employer Laptop

☐ Speakers   ☐ Internet Access ⓘ

Approximate Event Costs

The pricing is as follows: ⓘ

- **Administration Cost** (Planning event, general logistics: $149.99) ****Minimum cost.****
- **Facilities Management** (room set-up and clean-up: $85 - $300 depending on size)
- **Audiovisual Equipment** ($85 - $250 depending on what is already included in room)
- **Catering Services** (costs vary depending on type of food ordered and quantity)
- **AV Technicians** ($35/hour – minimum of 3 hours)

In order for us to proceed with your event, we must receive payment **prior** to the event date.

Please note, cancellations of events have to be made minimum 10 business days in advance or charges will apply. Thank you