

CSTAR Booking Request Form

Please email this form and a detailed *agenda* to: CSTARinfo@lhsc.on.ca

CONTACT INFORMATION		
	Person(s) booking the event	Person(s) on site during the event
Contact Name		
Email		
Phone Number		
Department / Organization		
Date of the Application		

EVENT INFORMATION		
A. Type of event Choose all that apply	<input type="checkbox"/> Meeting (not learning based) <input type="checkbox"/> Lecture <input type="checkbox"/> Manikin based simulation <input type="checkbox"/> Procedural skills stations <input type="checkbox"/> Wet lab	<input type="checkbox"/> Research project <input type="checkbox"/> In situ Simulation <input type="checkbox"/> Audiovisual Recording Only <input type="checkbox"/> Other: _____
B. Event name		
C. Event date(s) and time(s). List All		
D. Type of participants Choose all that apply	<input type="checkbox"/> Surgical residents <input type="checkbox"/> Non-surgical residents <input type="checkbox"/> Physicians (non surgical) <input type="checkbox"/> Surgeons	<input type="checkbox"/> Medical students <input type="checkbox"/> RN, RPN <input type="checkbox"/> Allied health (RT, PT, OT, etc) <input type="checkbox"/> Other: _____
E. Total people on site	Number of participants: _____ Number of event staff (instructors/support staff): _____	
F. Have you held this event at CSTAR before?	<input type="checkbox"/> Yes — date of last session: _____ <input type="checkbox"/> No	

OTHER INFORMATION	
A. Catering	<input type="checkbox"/> Yes; CSTAR to arrange catering <input type="checkbox"/> Yes; booking contact to arrange catering <input type="checkbox"/> No catering
B. Industry involvement or outside resources	<input type="checkbox"/> Company – please specify: _____ <input type="checkbox"/> Resource – please specify: _____ <input type="checkbox"/> No industry involvement or outside resources
C. iLearn or ME offerings	<input type="checkbox"/> Yes; CSTAR to create offerings on iLearn/ME <input type="checkbox"/> Yes; booking contact to create offerings on iLearn/ME <input type="checkbox"/> No; I don't want the event to be offered on iLearn/ME

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SUBMIT FORM