Events in the Inforum: Preparation Guide for Organizers
Communication – Space Arrangements – AV Needs – Catering – Clean-up

Contents
Communication......................................................................................................................................................2
   Non-iSchool events hosted/sponsored by iSchool/U of T faculty ...........................................3
Space Arrangements ...............................................................................................................................................3
AV and Other Equipment .........................................................................................................................................3
   Wireless Network ........................................................................................................................................4
   Filming/Photography ........................................................................................................................................4
Catering .................................................................................................................................................................4
   Alcohol .........................................................................................................................................................5
   Utensils .........................................................................................................................................................5
Commencement of Event: Statement of Acknowledgement of Traditional Land..........................5
Clean-up.................................................................................................................................................................6
   Reorganizing the 4th Floor Space....................................................................................................................6
   Return Kitchenware to Room 729 (Faculty Lounge Kitchen area) for cleaning..............................6
   Garbage .......................................................................................................................................................6
   Leftover Food Donation ...............................................................................................................................6
Appendix: Accessibility.........................................................................................................................................7

This guide has been created to ensure that the preparation for and hosting of your event in the Inforum goes smoothly. An Inforum staff member has been assigned as your liaison throughout the planning process. Please review all recommended timelines and notices contained in this guide.

Inforum staff liaison & contact information: ______________________________

Event location (specify floor & room no. if applicable): ______________________

Event date & time: ______________________________
**Important notices:**

1. If your event begins or runs past the Inforum’s staffed hours of operation, you must notify your Inforum staff liaison at the time of booking. For the safety and security of other iSchool students using the Inforum space, unless the space is staffed by an Inforum staff member, event organizers are not permitted to let non-iSchool people into the Inforum 4th & 5th floor spaces after hours.

2. You and/or your event co-organizer(s) are responsible for securing volunteers to assist with the set-up and clean-up of your event, and returning the Inforum space to its regular configuration.
   - To ensure that your event begins on time, we recommend that you and your volunteers arrive 60-90 minutes prior to the event.
   - Allow for 30-60 minutes at the end of the event to clean-up, remove all trash, clean food trays and furniture surfaces, and generally return the Inforum to its normal presentable state.
   - Your Inforum staff liaison will be present to assist you with coordinating the event set-up.

**Communication**

Inform your Inforum staff liaison about the date and duration of the event in addition to the number of people expected to attend.

If the event requires RSVP, provide an initial estimate of numbers, and then the known number of RSVP’s two weeks prior to the event.

If it is an iSchool event, contact Kathleen O’Brien, Communications & Development Officer, kathleen.obrien@utoronto.ca or 416-978-7184, and cc your Inforum liaison on the correspondence with the following information at least two weeks prior to the event:

- A promotional blurb describing the event. If relevant, include information about the participants, brief biographies, and their titles for inclusion on the website, LCD screens, the iSchool weekly events email, and posters.
- **(Optional but recommended):** Image files formatted for display on the Bissell building LCD screens. LCD screens are installed in the lobby of the 2nd floor and 4th floor. All images MUST be 848 x 480 pixels exactly, saved as a JPEG, and sent to Kathleen O’Brien two weeks prior to the event.

If you plan to advertise the event to external participants:

- U of T Faculties or alumni: contact Kathleen O’Brien, Communications & Development Officer, at kathleen.obrien@utoronto.ca or 416-978-7184, and cc your Inforum staff liaison on the correspondence; or
- Potential employers of iSchool graduates or associations: contact Isidora Petrovic, Careers Officer, at isidora.petrovic@utoronto.ca or 416-978-3282, and cc your Inforum staff liaison on the correspondence.
Non-iSchool events hosted/sponsored by iSchool/U of T faculty

On the day of the event: Inforum staff can post a sign to the Inforum’s internal LCD monitor announcing the location and time of the event, as a way of alerting users to the use of the space. If you have specific wording that you want included in the sign, supply it your Inforum staff liaison several days before the event.

Space Arrangements

In addition to touring the space in person with your Inforum staff liaison, please consult the Accessibility Checklist for Events (appended) in order to map out an effective and accessible layout for your event.

We recommend that you work with your Inforum staff liaison to mark up the layout with numbers and symbols representing how the space is to be arranged, at least two weeks prior to the event. This is because major furniture or layout requests will need to involve Glen Menzies, glen.menzies@utoronto.ca, Facilities Coordinator. CC your Inforum staff liaison on all correspondence. More lead time may be required during the summer.

Please write the numbers needed beside each bullet:

- **Poster boards.** 48 double-sided free-standing poster boards are available: ____ needed.
- **Chairs.** 75 chairs (3 stacks of 25) are available: ____ needed.
- **Tables.** For speakers, information materials, etc. ____ needed.
- **Flipcharts:** 3 are available: ____ needed.
- **Coat Rack** ____ (Y/N)
- **Room to store event organizers’ personal items during the event** ____ (Y/N)
- **Room for food and beverages** ____ (Y/N)

If the requested quantities are unavailable, we will let you know as soon as possible that additional furniture will need to be requested from Campus Movers and paid for.

Note: Inforum staff are unable to monitor personal belongings. Remind volunteers and event participants not to leave their belongings unattended.

AV and Other Equipment

As soon as your Inforum booking has been confirmed, inform your Inforum staff liaison about the type of equipment you will be bringing and the equipment that needs on-site set-up.

- **Audiovisual system:** The 4th floor main space is outfitted with a built-in AV system, complete with ceiling speakers installed throughout the lounge seating area and the stacks. Hook-up to the system is via the podium and controlled by the wall panel controller. The following accessories can be reserved and checked out from the Inforum information desk during staff hours:
  - **VGA+audio cable** ___________ (Y/N)
  - **HDMI cable** ___________ (Y/N)
- **AV adaptor/dongle for Macs/tablets**: (specify type). We cannot guarantee that we can supply the type of connector you need, but if we have it, we can reserve one for your event.
- **Laptops, Macbooks, or tablets**: (specify type & quantity)

- **Microphones**:
  - **Microphone built into the Inforum podium**: (Y/N)
  - **Additional portable clip-on microphone**: (Y/N)

- **Projector and screen**: Both are built into the Inforum’s AV system. Use the wall panel controller to turn on the Inforum AV podium and to lower the screen. Indicate if you plan to use it: ______ (Y/N)

- **Lectern**: Is built into the Inforum AV podium.

- **Magnets** (Y/N), **tape** (Y/N), **tacks/push pins** (Y/N)

- **Other**

If you plan to connect your own device to our AV system, we recommend testing the connection prior to your event.

Note: We cannot disconnect desktop computer or dismantle fixed (wired) furniture in the main event space on the 4th floor. It is your responsibility to ensure that all IT and AV equipment you borrow on behalf of attendees are returned to us in good working condition.

**Wireless Network**
Access to the wireless network ‘UofT’ is only available to those with a valid UTORid and password. If you require guests to log onto the wireless network as part of your event, and they do not have access to the ‘eduroam’ network, you must apply for a short-term guest account and password on their behalf: [http://utorauth.utoronto.ca/?page=stguest](http://utorauth.utoronto.ca/?page=stguest)

**Filming/Photography**
We neither provide nor arrange for filming and photography services for events. You are responsible for organizing your own filming and photography services. The U of T Media Productions team provides services for a fee, but you are responsible for securing the funds for this.

While a permit is not required for filming and photography within the Inforum, if you have planned for filming or photography at your event, you must notify your Inforum staff liaison, so that a notice of filming/photography can be posted prior to the event.

**Catering**
We do not liaise with catering services or accept catering deliveries.

If you are organizing a catered event, you must ensure that you (or your representative) are present to receive the order as well as facilitate the return of any catering supplies to the caterers after the event. At the time of your Inforum booking request, please notify your
Inforum staff liaison that you will be serving food, and if an additional room is required as a holding place/prep room.

As per the appended Accessibility Checklist for Events, please ensure that refreshments served identify (with labels) the 9 most common allergens (peanuts, tree nuts, sesame, milk, eggs, fish, soy, wheat, and sulphites).

We suggest the following caterers, but you are not obligated to use them:

On campus
- Innis Cafe: (416) 977–7434

Off campus
- Magical Catering (Magic Oven): http://www.magicalcatering.com
- Gourmet Galaxy Creative Catering: www.gourmetgalaxy.com
- Boardroom Catering http://www.boardroomcatering.ca
- Urban Fare Catering: http://www.urbanfarecatering.com
- a la carte kitchen: http://www.alacartekitchen.com/
- en ville: www.enville.com
- Vert Catering: http://www.vertcatering.com/about.html
- For more see: http://www.blogto.com/toronto/the_best_catering_companies_in_toronto

Kathleen O’Brien will also be able to suggest caterers.

**Alcohol**
If you wish to serve alcoholic beverages during your event, your Inforum staff liaison MUST be informed 5 weeks in advance in order to make the necessary arrangement with Campus Beverage Services. Consider bringing drink tickets if you plan to provide free drinks or a cash bar. You are required to abide by the University’s Alcohol Policy, http://www.food-beverage.utoronto.ca/wp-content/uploads/2012/01/Alcohol-Policy.pdf

**Utensils**
Although plates, napkins, cups and utensils must be provided by you, the following kitchenware are often available in the iSchool’s kitchenettes. You are responsible for ensuring that borrowed items are cleaned and returned in a timely fashion after the event.

- Tea urns for boiling large amounts of hot water _________ (Y/N)
- Serving platters _________ (Y/N)
- Extra garbage cans needed _________
- Tablecloths _________ (Y/N)

**Commencement of Event: Statement of Acknowledgement of Traditional Land**
The Ceremonials Committee of the Governing Council has stated that at ceremonies such as convocation, groundbreakings, and building openings, event organizers should ensure that the Statement of Acknowledgement of Traditional Land is read at the start of the event:
I (we) wish to acknowledge this land on which the University of Toronto operates. For thousands of years it has been the traditional land of the Huron-Wendat, the Seneca, and most recently, the Mississaugas of the Credit River. Today, this meeting place is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work on this land.


If you are hosting a major event other than the ones listed above, you may still wish to incorporate the reading of the statement into the start of your event.

Clean-up
Although you are primarily responsible for cleaning up after your event, your Inforum staff liaison or another Inforum staff member will be available to walk you through the process.

Reorganizing the 4th Floor Space
- Return all furniture to their original locations and configurations.
- If stackable chairs have been used, place them back on the rolling rack with the backs of the chairs facing the correct side, stacking no more than 25 chairs per rack.
- Verify that the floor is clear of extension cords or other trip hazards.

Return Kitchenware to Room 729 (Faculty Lounge Kitchen area) for cleaning
- Leftover food should be packed up and taken back with the organizers or donated. Remove leftover food packaging and place in trash. Unused napkins, stir sticks and sugar packets can be donated to Room 729.
- Ask for your Inforum staff liaison’s assistance with placing any borrowed kitchenware on a book truck in order to take it to the kitchen on the 7th floor in Room 729.
- Remove lids from urns and empty hot water carefully into the sink.
- Wash dirty dishes using the dish soap, dish towels, and a drying rack on the kitchen counter near the sink.
- Inform your Inforum staff liaison when you are done so that they can lock up.
- Leftover food, used kitchenware, and serving trays should not under any circumstances be left overnight in the Inforum.

Garbage
- Collect the garbage in the bins around the event area.
- Tie bags and place them in the 4th floor lobby by the garbage bins outside the Inforum entrance for Caretaking to pick-up.

Leftover Food Donation
We encourage all event organizers to donate large quantities of leftover food to local food banks. If you go to www.211toronto.ca and search for food banks there is a listing of places
in the GTA that accepts donations. The Scott Mission, 502 Spadina Avenue, is the closest location to our Faculty.

**Appendix: Accessibility**

The University of Toronto’s commitment to accessibility ([https://www.utoronto.ca/accessibility](https://www.utoronto.ca/accessibility)) states:

“It is the University of Toronto's goal to create a community that is inclusive of all persons and treats all members of the community in an equitable manner. In creating such a community, the University aims to foster a climate of understanding and mutual respect for the dignity and worth of all persons.

“In working toward this goal, the University will strive to provide support for, and facilitate the accommodation of individuals with disabilities so that all may share the same level of access to opportunities, participate in the full range of activities that the University offers, and achieve their full potential as members of the University community.”

The Faculty of Information has issued an accessibility checklist that is applicable to all iSchool event organizers. You are strongly encouraged to review it during planning. Available online ([http://current.ischool.utoronto.ca/accessibility-checklist](http://current.ischool.utoronto.ca/accessibility-checklist)) and also reproduced on the next two pages.
Faculty of Information

Events Accessibility Checklist

This checklist was created to ensure that the accessibility of physical space and promotional materials for any iSchool event adequately accommodates all potential attendees. By consulting each point on this form, iSchool event planners can be assured that all participants’ needs have been taken into account. Guaranteeing an inclusive environment is important to us.

<table>
<thead>
<tr>
<th>FACILITY</th>
<th>Checkmark</th>
</tr>
</thead>
<tbody>
<tr>
<td>The path into the building does not require attendees to use stairs.</td>
<td></td>
</tr>
<tr>
<td>All potential event participants will be able to enter the building in which the event is being held, from its main entrance.</td>
<td></td>
</tr>
<tr>
<td>The doors to the building have a large enough width to accommodate a wheelchair, and can be opened by someone in a wheelchair.</td>
<td></td>
</tr>
<tr>
<td>There is disabled parking near the entrance of the building.</td>
<td></td>
</tr>
<tr>
<td>There are unobstructed pathways in and outside of the building, including curb cuts on the sidewalks.</td>
<td></td>
</tr>
<tr>
<td>The height of the tables for writing surfaces, registration, food, beverages, etc., will accommodate people in wheelchairs.</td>
<td></td>
</tr>
<tr>
<td>If a person is presenting, he or she can adjust the height of the microphone, lectern, or the position of the surface on which his or her computer rests.</td>
<td></td>
</tr>
<tr>
<td>The washrooms in the facility are wheelchair accessible.</td>
<td></td>
</tr>
<tr>
<td>The room(s) being used for the event, including the furniture layout, are accessible by people with physical, visual, and hearing disabilities.</td>
<td></td>
</tr>
<tr>
<td>People who have requested disability accommodations have been provided with them.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TAKEAWAY MATERIALS</th>
<th>Checkmark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handouts and presentations are available in large format on an as-needed basis, or are available electronically, and are readable by a screenreader.</td>
<td></td>
</tr>
<tr>
<td>Videos of the event are available on an as-needed basis, with closed-captioning or as a descriptive video.</td>
<td></td>
</tr>
</tbody>
</table>

Created 2011 – Life & Times Committee: Updated July 2012
### PROMOTION

| Signage and/or persons are located at the entrance of the building to guide attendees. |
| A contact person is listed on the event’s posters, LCD screens, web pages, or email messages, for people who require physical, visual, or hearing assistance. |
| The statement may read, “To request any accommodation, please contact ____.” |
| Event publications and materials state, “Upon request, this ________ is offered in alternative formats.” |

### REFRESHMENTS

| RSVP is required for events where meals are being served, to ensure that participants can state dietary restrictions, and request help with eating and/or drinking. |
| If beverages are being served at the event, straws will be available. |

### ALWAYS

| Review this list with the contact people related to the event’s venue, speaker(s), caterers, volunteers, and co-coordinators, to ensure that every participant is treated equally. |

Created 2011 – Life & Times Committee: Updated July 2012