

Summer Conference Organizer's Check List

Valid for conferences scheduled May to Mid-August

6-12 Months Out

Submit your preliminary conference requirements to Conference Accommodations Coordinator (204) 474-6404 conference_accommodations@umanitoba.ca and/or Aramark Conference and Catering Manager (204) 474-9394 conference_catering@umanitoba.ca
Provide contact information for contract agreements, please be prepared to sign to contract agreements. One (1) for Residence Accommodations and one (1) for Food Services.
Submit signed contract agreement 30 days after contract received
Submit agreed upon deposited amount with signed agreement(s)

3-6 Months Out

Request floor plans or schedule a site visit with Conference Accommodations Coordinator
Discuss any Food services, beverage or meeting rooms with Aramark Conference and Catering Manager (204) 474-9394 conference_catering@umanitoba.ca
Order parking passes through Conference Accommodations Coordinator (204) 474-6404 conference_accommodations@umanitoba.ca

2-3 Months Out

- Contact Aramark Conference and Catering Manager (204) 474-9394 conference_catering@umanitoba.ca to confirm or adjust order, if required
- Provide conference program schedule to Conference Accommodations Coordinator and Aramark Conference and Catering Manager

45 Days Prior to Check In

By now you should have received a Guest Rooming List in excel spreadsheet format to fill out/assign conference guest to a room (available to group organized conferences only) this is due 30 prior to check in date to avoid extra room change charges as per agreement
For Individual Portal reservations, you can request a attendee list from the Conference Accommodations Coordinator – (204) 474-6404 conference_accommodations@umanitoba.ca

2 Weeks Prior to Check in

Confirm Check-In times, Check-In is from 2:00 pm to 12 midnight every day from May 1 –Mid August. Submit list of Early and or Late Arrivals and Departures. Security Service is able to receive guests after 12 midnight with up to 24 hours' notice
Provided final Itinerary to Conference Accommodations Coordinator and Aramark Conference and Catering Manager
Set up final event meeting or conference call with Aramark Conference and Catering Manager (204) 474-9394 conference_catering@umanitoba.ca and/or Conference Accommodations Coordinator (204) 474-6404 conference_accommodations@umanitoba.ca

10-30 Days After Check Out

- You will receive a Pre-Billing Check, confirmation or discrepancy is due back 5-10 days after.
- Full payment is due 30 days from receipt of final bill