

**Please submit completed Form using one of the following methods:**

- Fax to 474-7569
- Click the "Submit Form" Button below to send as an e-mail attachment
- Save file to your computer and e-mail as an attachment to: [conference\\_catering@umanitoba.ca](mailto:conference_catering@umanitoba.ca)

Today's Date:

Contact Person:

Organization Name or Organization No.:

*(If you have made a previous reservation, you will have been assigned an Organization Number, located in the top right corner of your previous order confirmation)*

Organization Type:      Non-Profit      Government      Educational      Other

Address:

Phone:                      Fax:                      Email:

Payment:      Cheque (payable to "University of Manitoba")

VISA      MasterCard      Number:                      Exp. Date:

*(If you do not want to send this information electronically, call our office at 204-474-8336 to provide the particulars)*

Date of Event:

Time of Event:

Number of People:

Room Requested (***Click HERE for floor maps***):

Type of Event or Setup (e.g. classroom, boardroom, banquet, etc.):

Audio/Visual Equipment Required:

Food and beverages can now be ordered using our online **CaterTrax** system.  
The program is safe, secure and easy to use.

If you have never used the system before, **CLICK HERE** to begin.

If you already have an account setup with CaterTrax, **CLICK HERE** to place your order.

Special Requests:

A Conference and Catering Services Representative will contact you to confirm your room booking or discuss options if your choice of room is unavailable.



UNIVERSITY OF MANITOBA | Conference &amp; Catering Services

Room 230 University Centre

Winnipeg, MB R3T 2N2

Phone: 204-474-8336

Fax: 204-474-7569

Email: [conference\\_catering@umanitoba.ca](mailto:conference_catering@umanitoba.ca)*For Office Use Only*

Rec'd.

Res. No.