

MBTelehealth Scheduler
Fax: 1-204-975-7787







Phone: 1-204-940-8500 Option 4, Option 2

Toll-free: 1-866-999-9698 Option 4, Option 2

Email: schedule@mbtelehealth.ca

***** BOLDED FIELDS ARE REQUIRED *****

EVENT INFORMATION - SITE/ROOM

Topic: (choose ONLY one)							Admin/Meeting	Education	Rounds	Case Conference	Discharge Planning	Group Session
Event Name/Subject												
Host Site			Host Room/Codec VCU#						# of Attendees (approx)			
Open Registration			Choose Layout Option Below									
Yes No			1+0		1+7 (Default)		1+21		2+21		4+0	
<i>(If yes, sites will be able to self-register for this event)</i>												
 Laptops not provided by MBT - ensure your laptop is tested at the site prior to the event.												

EVENT DETAILS - DATE/TIME (Complete ONLY one of the blue shaded boxes below)

<u>Single Events: complete this section</u>			<u>Recurring Events: complete this section</u> (12 month maximum for recurring events)			
Event Date			Start Date of Event		End Date of Event	
Start Time (24hr)			Start Time (24hr)		End Time (24hr)	
End Time (24hr) <i>Central Standard Time</i>					<i>Central Standard Time</i>	
			Daily	Weekly	Monthly	Other
Event Contact Person			Phone		Email	

ATTENDEE/PARTICIPATING SITE INFORMATION

Connection Type (Choose ONLY one)		Site to Site Event <i>(complete information below)</i>	Multi-Site Event <i>(complete page 2)</i>		# of Attendees (approx)
Site		Room/Codec VCU#			
Event Contact Person		Phone		Email	

ADDITIONAL INFORMATION

Notes/Additional Comments

For cancellations or changes to your event contact:

MBTelehealth Scheduler
Fax: 1-204-975-7787

Ph: 1-204-940-8500 or 1-866-999-9698 (Opt 4)

Email: schedule@mbtelehealth.ca


For cancellations or changes that occur later than 12:00 noon the day prior to your event the MBT Schedulers MUST be contacted by PHONE only.

Not cancelling an event may impact other events.

ATTENDEE/PARTICIPATING SITE INFORMATION

Site	Room/Codec VCU#	# of Attendees (approx)
Event Contact Person	Phone	Email
Site	Room/Codec VCU#	# of Attendees (approx)
Event Contact Person	Phone	Email
Site	Room/Codec VCU#	# of Attendees (approx)
Event Contact Person	Phone	Email
Site	Room/Codec VCU#	# of Attendees (approx)
Event Contact Person	Phone	Email
Site	Room/Codec VCU#	# of Attendees (approx)
Event Contact Person	Phone	Email

ADDITIONAL LOCATIONS

Include same information as above.

BILLING INFORMATION

 **Must be fully completed for all out of province network events.**

Contact Person	Organization	
Address	Postal Code	
Phone	Fax	Email
For WRHA Programs:	SAP CC#	Program

Cancellation: A minimum 24-hour advance notice of cancellation is required. Cancellation with less than 24-hour advance notice will result in a charge equal to the first hour charges per site. Should no participants attend a scheduled session, related charges will still apply. MBTelehealth will not be responsible for costs or inconvenience incurred in the event of cancellation due to technical or scheduling difficulties.