

External Agency Event Booking Process



All requests from external agencies seeking an audience with DDS or DH students to (a) promote or demonstrate their products and/or services or (b) sponsor a social activity should be directed to the Faculty of Dentistry Student Society (FDSS) Corporate Liaison. Due to an increase in the number of external requests and demands on our students, not all requested can be accommodated.

The FDSS Corporate Liaison will:

- Review the information provided to ensure that the event adheres to policies and procedures set forth by the DSU and/or Event & Conference Services.
- Discuss the event format (presentation, social event, etc.) with the external agency and determine the booking process.
- Discuss the students they wish to invite.
- Share the information provided with the appropriate student group(s)/class presidents to gauge interest and determine an appropriate date/time.

How to interact with our students:

(a) Promote or demonstrate their products and/or services:

- The Corporate Liaison will notify the corporate contact if there is interest, provide potential dates received from class presidents, and ask the external agency to complete an External Agency Event Booking Form.
- Request form must be submitted 15 business days prior to event.
- Once the Corporate Liaison receives the form, it will be forwarded to the Event & Conference Coordinator, Event & Conference Services.
- The Event & Conference Coordinator will work directly with the external agency to coordinate the event.
- Once confirmed, the Alumni Manager will enter the event in the appropriate DalDentX schedule(s).
- Invitations to the event will be sent to the Alumni Manager who will distribute them to the appropriate student group(s).
- Corporate contact will sign an agreement with Event & Conference Services and pay a nominal fee for using the space booked. The invoice must be paid in advance of event.

- Provide a certificate of general liability insurance in the amount of \$5 million, with Dalhousie University listed as an additional insured. Should they choose to do so, they may provide a blanket certificate for the life of their policy, thereby eliminating the need to present proof every time they come on campus.
- NO SALES TRANSACTIONS PERMITTED.
- Anyone found to be in violation of these rules will be asked to leave the premise

(b) Sponsor a Social Event hosted by the FDSS

- The Corporate Liaison will forward the request for sponsorship to the FDSS President.
- The event can be an established or new event.
- Sponsors are permitted to provide food, refreshments, promotional materials, free giveaways, and signage.
- NO SALES TRANSACTIONS PERMITTED.
- Anyone found to be in violation of these rules will be asked to leave the premises.

2024-2025 Contacts

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