Conditions for app...
...must be...
...Must be... the [University of Toronto policy on Conflict of Interest](#);
...Must dire... ...hance OISE's priorities... academic mission;
...Only one O... ...nit will serve as the designated contact from OISE, if multiple requests are submitted.

All applicants seeking... ...from an OISE academic department /non-academic unit must submit a written request to the d... ...hair or head of non-academic unit with the following information:

- Brief description... ...osal;
- Expected benefits... ...ents and/or faculty;
- The nature and ext... of OISE resources involved or requested, such as: administrative staff time, financial management, space, technology, web space, furniture, publicity, space for promotion;
- Organizations fro... which sponsorship approval is requested, in addition to OISE.

Once sponsorship ap... ...val has been granted, the following conditions must be met:

- All spon... ...d events will be listed in the online OISE Events Calendar;
- The OISE logo and the full name of OISE must be used in all promotional vehicles, inc... and must follow [OISE's terms of usage](#);
- The following words "In collaboration with" must precede OISE's logo. This indicates that th... been officially sponsored by OISE;
- Online, the OISE name and logo must be hyperlinked to the OISE website.

Please Note: OISE reserves the right to subsequently rescind sponsorship endorsement at any time.

Sponsorship implies the use of physical space and costs associated with the space, which may include a room booking fee and ordinary use of: electricity, heating/cooling, janitorial, security. All other costs above and beyond are at the discretion of the sponsoring academic unit and will be agreed upon in writing with the sponsoring academic unit and external organization in advance of the use of space.

Once approval for sponsorship has been granted, the sponsoring academic unit will communicate all details of its sponsorship with the following OISE areas:
- The Dean's Office (Executive Assistant to the Dean)
- Chief Administrative Officer/ Operations & Services
- Strategic Communications
- Education Commons
- The academic unit's own administrative staff

Notes:
- Please Consult the OISE Phonebook for appropriate contact information:

Obtain written approval the department Chair or head of non-academic unit

Work with the external organization to collect/establish the following information about the event:

Physical space requirements

Number of people that are expected to attend

Media requirements (e.g. projectors, smart boards, PA systems, microphones)

Video conferencing/remote participation requirements

Video archiving/webcasting requirements

IT requirements (Internet/wireless access, loaner laptops/tablets, computer labs)

The name and contact information of a single point-person with the external organization that is authorized to act as the organizing authority for the event

The name, affiliation and contact information of a single point-person with the sponsoring academic department/non-academic unit that is authorized to act as the liaison / organizing authority for the event.

Work with the Education Commons to ensure that all the resources required for the event are booked at least three to four weeks in advance. Review full listing services offered by Education Commons as well as access room, technician and equipment booking information.

Once all of the above requirements have been confirmed, please outline them in an e-mail to portal@oise.utoronto.ca

In addition to this policy, all University of Toronto policies must be followed.