**RAO Booking Information**

Please contact Jennifer Howse, Education Programs Manager at 403-471-2005 or email jhowse@phas.ucalgary.ca to book a program or for more information.

School programs are based upon a negotiated fee. We understand the strain of school budgets and we can negotiate an appropriate cost. This fee will be subject to GST.

Fee payment – Payments are accepted on the date of the program with cash, debit, or credit. We can take pcard payments over the phone (403) 471 2005. If you wish to pay with a cheque, than after the program via email confirm the number of students in attendance. A Payment Information Statement will be issued and is payable by cheque to the University of Calgary and mailed to Physics and Astronomy SB605, 2500 University Drive NW, Calgary, AB T2N 1N4.

Book programs at least two weeks in advance to ensure availability.

Once you register your class, we will send you an email confirmation of time, date and verify any special considerations.

Programs are scheduled for 60 minutes including ten minutes for question and answer session.

Please let us know if you have a platform that is accepted by your school or if you would like us to setup a Zoom meeting.

To cancel or reschedule a program please contact us and we will do our best to reschedule. There is no charge for canceled programs.

The programs are designed to accommodate 30 to students, however if you have a larger group please plan to allow students an opportunity to share their questions.

We can offer a pre program observing project, if your students are able to go out and observe the night sky before the program date.