



# Winter 2026 ACTIVITIES NIGHT: EVENT GUIDE

Thank you for joining us for Winter 2026 Activities Night—we're excited to have you on board!

Please review the following guidelines for all groups participating in the event's tabling.

## General Guidelines

To ensure that the event runs smoothly and that all tablers are provided with adequate and equal space, we have provided a few basic guidelines regarding set-up that all groups are required to follow:

- A group **may not exceed 2 representatives** at their assigned table.
- Your group will be given **(1) 6 x 2.5 ft. table and (2) folding chairs**. Please plan your group's display accordingly to fit the table dimensions and to maintain respect for other groups by using only your designated space and equipment (i.e., tables and chairs).
- Each group is allowed **(1) standing banner** with the following dimensions: **2.5 ft. x 6.5 ft.**
- The SSMU is not responsible for missing or lost belongings, so please **do not leave any valuables unattended** at your group's table.
- We are unable to provide electrical outlets or guarantee access to power. Please make sure to charge your devices ahead of time.
- Respect your designated space and stay within the boundaries of your table. **No soliciting or distributing materials outside of your designated area.**
- Due to limited space, oversized objects or equipment that exceed your assigned table dimensions are not permitted. Only groups that have received prior written authorization from the Student Life Operations Director, [studentlifeoperations@ssmu.ca](mailto:studentlifeoperations@ssmu.ca), may display such items.
- Please note that this event is dedicated to fostering collaboration and enriching the student experience on the McGill campus. There is zero tolerance for discrimination, oppression, harassment, or assault.
- No external drugs or alcohol are allowed.
- Third-party bookings are prohibited: Groups may not register tables on behalf of sponsors or external parties.
- In accordance with the SSMU's food safety guidelines, only individually pre-packaged snacks may be distributed at your table. Food that is unpackaged, prepared on-site, or served loose—such as Timbits, samosas, or baked goods—is not permitted.

**Association étudiante de l'Université McGill  
Students' Society of McGill University**

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(514) 398-6800 | [ssmu.ca](http://ssmu.ca) | 3501 rue Peel, Montréal, QC, H3A 1W7



## How to Get There

Activities Night will take place at the **University Centre**, located at **3480 McTavish Street, Montreal, QC**.

Find your way with this [[map](#)].

A video will be posted on our Instagram [@ssmuaeum](#) to help you easily visualize the route.

### **General Public and Tablers Entrance**

**Main Entry and Exit:** Main doors to the SSMU Building (door on the left if you are tabling).

Please have your badge ready to show the agent. If you are switching shifts with another team member, please meet them outside to exchange badges.





## Accessibility

We're committed to ensuring a welcoming, barrier-free experience for everyone.

- **Washrooms:** Gendered washrooms are available on every floor, and a gender-neutral washroom is located on the 2nd floor.
- **Elevators & Mobility:** Elevators provide access to all floors. Please reserve elevator use for those who require it for accessibility.
- **Water Fountains:** Water stations are also available on all floors.

## Event Photography

Please note that you may be photographed or filmed while at your table during this event. These images may be used for promotional purposes for your student group, the event and the SSMU. If you see a photo of yourself that you would like to have removed, please contact us via the Instagram page at [@ssmu\\_aeum](https://www.instagram.com/ssmu_aeum) or email [communications@ssmu.ca](mailto:communications@ssmu.ca).

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## Before The Event

### Tabling Passes (Compulsory)

You will need your group's designated tabling passes to access the event. Each group is given two passes, one for each representative. This year, passes will be in the form of a lanyard, which will display a group's corresponding table number and the colour of that group's particular section. Groups must pick them up:

 THURSDAY January 22, 2026 | FRIDAY January 23, 2026 | MONDAY Jan 26, 2026

 12pm - 4pm

 University Centre – 3480 McTavish Street, First Floor (Grey Corner)

Find your assigned colour and/or category to easily locate your table.

**Please note:** All tablers are required to show their passes at the entrance. Tablers without a pass will need to wait in line with other attendees. We encourage your group to coordinate so that lanyards can be shared among members for each shift.

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If you didn't pick up your lanyard on the scheduled days, you can collect it at the event entrance by checking in with one of our volunteers. Please note that this is not ideal, as our volunteers will already be handling many tasks on the day of the event.

If a group forgets to pick up their passes, representatives from that group will not be able to access the event as tablers.

If a group registers and realizes they cannot table on the event day, they must inform the Activities Night Coordinator ([activitiesnight@ssmu.ca](mailto:activitiesnight@ssmu.ca)) and Student Life Operations Director ([studentlifeoperations@ssmu.ca](mailto:studentlifeoperations@ssmu.ca)); unfortunately, **there are no refunds.**

Category	Colour	Tables numbered in the	Floor	Room
SSMU Service or ISG		<b>1003-1018</b>	First Floor	Student Lounge
Health and Wellness		<b>1019-1027</b>	First Floor	Student Lounge
Leisure Activity and Hobby		<b>1028-1047</b>	First Floor	Flex space 110
Networking and Leadership Development		<b>2001-2033</b>	Second Floor	Room 203 - Lev Bukhman Room 202 - Madeleine Parent
Charity and Environment		<b>2034-2046</b>	Second Floor	Room 202 - Madeleine Parent Cafeteria
Political and Social Activism		<b>2047-2067</b>	Second Floor	Cafeteria
Athletic and Recreational Sports		<b>2068-2084</b>	Second Floor	Cafeteria
Community Outreach and Volunteering		<b>2085-2108</b>	Second Floor	Cafeteria
McGill Department, Service or Faculty		<b>3001-3014</b>	Third Floor	Room 302



Language and Publications		<b>3015-3020</b>	Third Floor	Room 302 Ballroom
Religion and Culture		<b>3021-3061</b>	Third Floor	Ballroom
Fine Art, Dance, and Performance		<b>3062-3084</b>	Third Floor	Ballroom
SSMU Departments and Committees		<b>3086-3091</b>	Third Floor	Ballroom

The preliminary map can be found here: [linktr.ee/activitiesnight](http://linktr.ee/activitiesnight)

### Tabling Check-List:

Make your table stand out! Here are some ideas for things to set up:

- Tablecloth
- QR code with group info
- Flyers or handouts
- Pre-packaged treats or candies
- Interactive activities, like trivia or 'Guess Who'
- Prize Wheel
- Merchandise
- Banner or poster

## Arrival and Set-Up

The event takes place from 4 p.m to 8pm on **January 27 to 28**. Groups tabling must arrive between **2:30-3:45 p.m.** to set up their tables, allowing SSMU volunteers and staff to assist with setup and ensure the event begins on time.

### Equipment

- Access to power cannot be guaranteed on the day of the event. If your group plans to use electronic devices, please ensure they are fully charged in advance.
- Exceptions apply only to those who received prior authorization for power access. However, please note that you are responsible for bringing your own extension cord, if needed.
- Campus Wi-Fi will be available, but please note that connection speeds may be affected by high traffic. Groups are welcome to bring a personal Wi-Fi hotspot to ensure a more stable connection.

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## Storage

SSMU is not responsible for any missing or lost belongings. Do not leave valuables unattended at your group's table.

You may leave non-valuable items overnight on January 27th, but everything must be removed by 8:00 PM on January 28th. Any items left behind after this time will be collected and placed in SSMU's [Lost and Found](#).

## During the Event

### Volunteers

If your group encounters any problems during the event, please contact one of the SSMU Activities Night volunteers, who will be stationed throughout the University Centre. They will assist you to the best of their ability.

They will be wearing a Red Volunteer Shirt and/or a lilac bandana!



### Floor Plan

The floor plan can be found at this [link](#)

We did our best to place your group in the category that best fits, but limited space made this challenging. We kindly ask that you respect the space allocated for your tabling. Thank you in advance for your understanding.

### Food and Beverage

- Sales are not permitted.
- Only sealed, pre-packaged items may be brought (e.g., granola bars, candy, chips, juice boxes, bottled drinks).
- No homemade, cooked, or prepared items are allowed.
- Label items with common allergens when possible (nuts, dairy, gluten, etc.).

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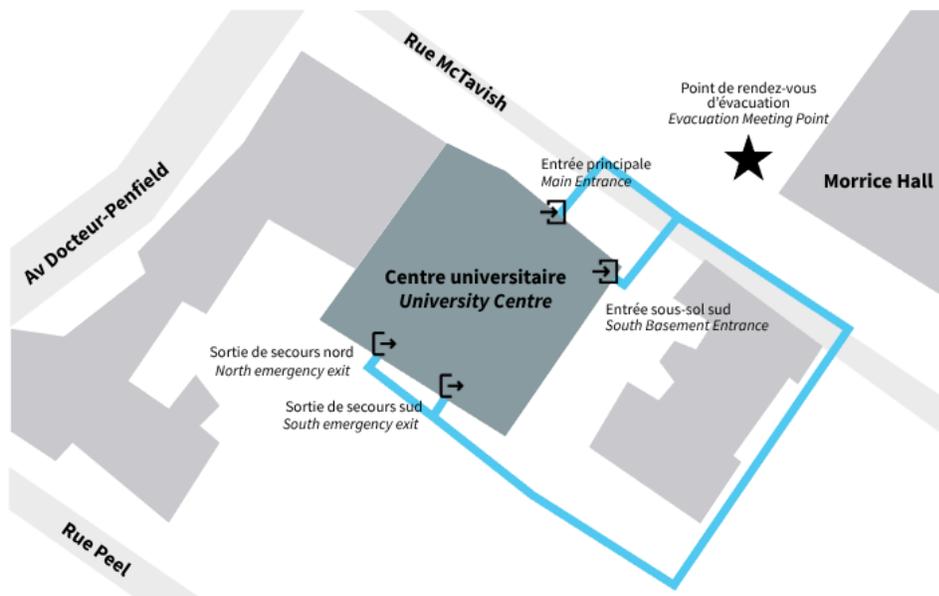


- No items requiring refrigeration or heating.
- Clean up after yourself: Remove all wrappers and trash from your table.

## Emergency Evacuation

In the event of an emergency evacuation, please remain calm; the volunteer team will direct you to the nearest exit.

You can familiarize yourself with the guidelines and the Evacuation Meeting Point.



If you have any accessibility concerns, please contact the Activities Night Coordinator at [activitiesnight@ssmu.ca](mailto:activitiesnight@ssmu.ca).

## Before Leaving Each Day

Participants can leave at any time if they consider it appropriate. Make sure to complete the following tasks before leaving:

Before you leave on Day 1:

- The space will be locked overnight. You may leave your table setup, but do not leave any valuables unattended, as we cannot guarantee overnight storage or security.
- Tablers can access the event at 3:30 pm on January 28th to prepare for the second day; you must show your pass to access the event.

## **Before you leave on Day 2:**

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- Pack your items before leaving.
- Fold up your table and chairs neatly. Chairs and tables must be left in the designated areas by the organizers.
- Remove any waste or debris from your table and the floor underneath from your table.
- Place all trash and recycling in the designated bins around your area.
- If any group leaves wrappers, leftover food items, or garbage on their table or the floor at their designated location, the SSMU will charge the group a cleaning fee.
- To help reduce waste, please return your lanyards and passes to the collection boxes located at the exit in the SSMU Information table (Main Kiosk).

We value your feedback on your experience tabling at the Activities Night event. Your input will help us improve our services for future editions. Please take a moment to fill out the form below—your comments are greatly appreciated!

[Feedback Form](#)

## Questions

For any **registration questions**, contact Bailey Hughes, the Student Life Operations Director, at [studentlifeoperations@ssmu.ca](mailto:studentlifeoperations@ssmu.ca).

For any other **questions related to the event**, please contact Ahmad Liaqat, the Activities Night Coordinator, at [activitiesnight@ssmu.ca](mailto:activitiesnight@ssmu.ca).