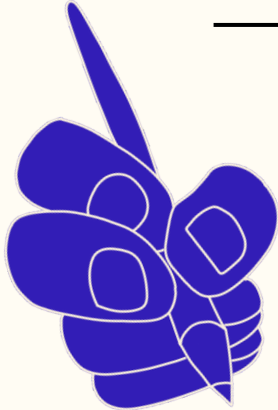


FALL 2026 *Activities Night*

EVENT GUIDE



Thank you for joining us for Fall 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

- A group may not have more than 2 representatives at its assigned table.
- Your group will be given (1) 6 x 2.5 ft. table and (2) folding chairs. Please plan your group's display 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.

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- 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, 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 SSSMU'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.

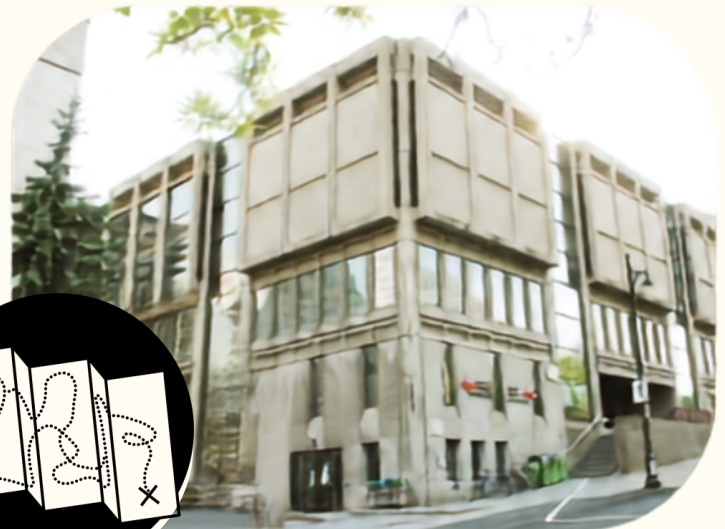
How to Get There

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 account @ssmuæum to help you visualize the route more easily.

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



Accessibility

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

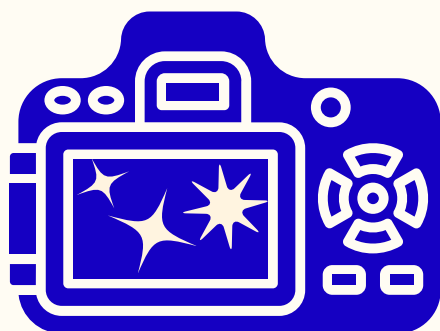
Washrooms: Gender-neutral washrooms are available on every floor (except the basement level).

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 removed, please contact us via the Instagram page at [@ssmu_aeum](https://www.instagram.com/ssmu_aeum) or by email at communications@ssmu.ca.

Before The Event

TABLING PASSES (COMPULSORY)

You will need your group's designated tabling passes to access the event. Each group will receive two passes, one for each representative.

If you are sharing a table with another student group, a maximum of two students may be present at the table at any given time.

This year, passes will be in the form of a lanyard displaying a group's table number and the colour of that group's section.

TABLING PASSES (COMPULSORY)

Groups must pick them up before the event:

 **September 16, 2026**

 **From 1:30pm to 4pm**

 **University Centre – 3480 McTavish Street, First Floor at the SSMU Kiosk**

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.

Important: Please do not leave your passes at the table. Make sure to take them with you when you leave so that you can access the event on the second day.

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



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

Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.
 Located on Haudenosaunee and Anishinaabe, traditional territories.



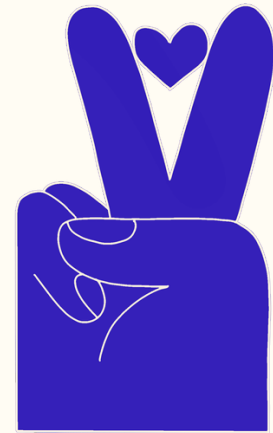
(514) 398-6800 | ssmu.ca | 3501 rue Peel, Montréal, QC, H3A 1W7

Category	Colour	Tables numbered in the	Floor	Room
Community Outreach & Volunteering		1001-1025	First Floor	Student Lounge
SSMU Service, ISG,		1101-1115	First Floor	Flex space 110
Fine Art, Dance, & Performance		2001-2032	Second Floor	Cafeteria
Religion & Culture		2034-2073	Second Floor	Cafeteria
Language & Publications		2101-2114	Second Floor	Madeleine Parent 202
Athletics & Recreation		2201-2215	Second Floor	Lev Bukhman
Networking & Leadership		3013-3047	Third Floor	Ballroom
Political & Social Activism		3048-3064	Third Floor	Ballroom
SSMU		3035-3070	Third Floor	Ballroom
McGill Departments		3015-3020	Third Floor	Ballroom
Charity & Environment		3101-3108	Third Floor	Room 302
Health & Wellness		3110-3116	Third Floor	Room 302
Leisure Activity & Hobby		4001-4023	Fouth Floor	Club Lounge

The preliminary map can be found here: linktr.ee/activitiesnight

TABLING CHECKLIST

- ☐ 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 8 pm on September 16 to 17. 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.

Please make sure to bring your Tabler lanyard on the second day as well. Without your lanyard, you will not be able to access the venue during the setup period. You will need to wait for general admission and enter through the same line as the public.

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.

STORAGE

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

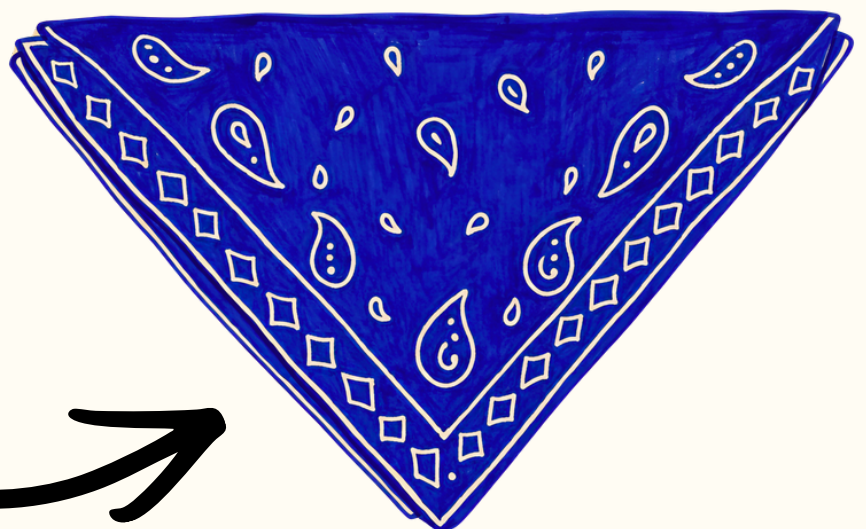
You may leave non-valuable items overnight on September 16th, but everything must be removed by 8:00 PM on September 17th. Any items left behind after this time will be collected and placed in SSMU's Lost and Found.

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.

**VOLUNTEERS WILL BE
WEARING A ROYAL
BLUE BANDANA!**



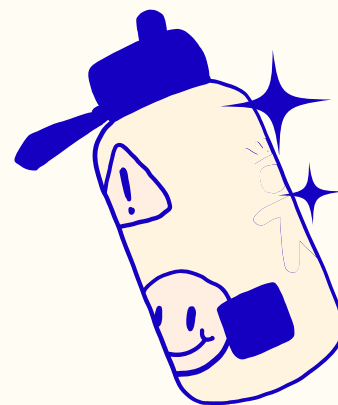
FLOORPLAN

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

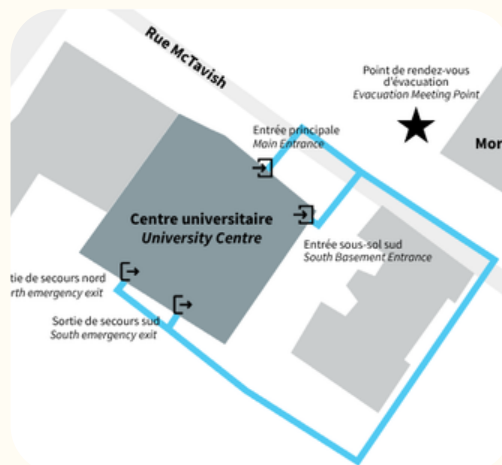


Emergency Evacuation

IN THE EVENT OF AN EMERGENCY EVACUATION, PLEASE REMAIN CALM; THE VOLUNTEER TEAM WILL DIRECT YOU TO THE NEAREST EXIT.

You may leave non-valuable items overnight on September 16th, but everything must be removed by 8:00 PM on September 17th. Any items left behind after this time will be collected and placed in SSMU's Lost and Found.

If you have any accessibility concerns, please contact the Activities Night Coordinator at activitiesnight@ssmu.ca.

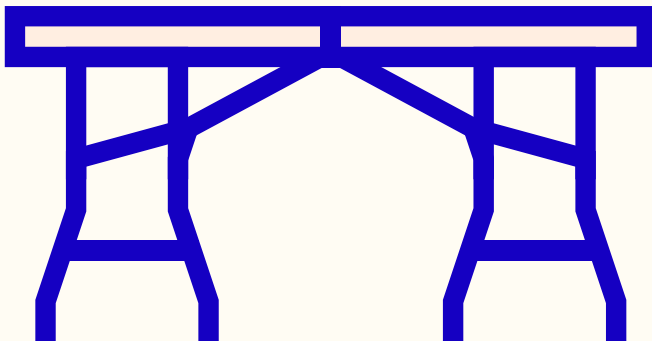


Before Leaving Each Day

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 September 17 to prepare for the second day; you must show your pass to enter.



Before you leave on Day 2

- 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 it.
- Place all trash and recycling in the designated bins around your area.
- If any group leaves wrappers, leftover food, or garbage on their table or on 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 at the SSMU Information table (Main Kiosk) exit.
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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!

CLICK HERE TO ACCESS OUR [FEEDBACK FORM](#)

QUESTIONS?

For any registration questions, contact Bailey Hughes, the Student Life Operations Director, at **studentlifeoperations@ssmu.ca**.

For any other questions related to the event, please contact Ahmad Liaqat, the Activities Night Coordinator, at **activitiesnight@ssmu.ca**.

