Prospectus for Sponsors & Exhibitors
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Colleges and Institutes Canada (CICan) is the national and international voice of Canada’s publicly supported colleges, institutes and polytechnics. Colleges and institutes work with industry and social sectors to train 1.5 million learners of all ages and backgrounds at campuses serving over 3,000 urban, rural and remote communities in Canada.

The CICan 2016 Conference will be hosted by Champlain Regional College, Cégep Garneau, Cégep Limoilou and Cégep de Sainte-Foy from May 29-31, 2016 in Quebec City, QC.

Inspiration is the creative spark and breath that leads to great achievements. The 2016 Conference will focus on this important theme, which drives innovation, development and discoveries. Presentations will reveal how colleges and institutes promote change through innovative practices and approaches in teaching and learning, applied research, and collaboration with business, industry and partners within the community. The Conference will include pre-conference activities, networking meetings, keynotes, panel discussions and workshops, all opportunities to meet inspiring people and to be inspired.

Highlights for CICan 2016

• 6 specific program streams
• Dynamic Keynote Speakers
• 3rd Annual Business and Industry Breakfast
• Exciting special events & lucrative networking opportunities

Who attends this Meeting and Trade Show?

CICan’s 2016 Conference will attract more than 700 influential leaders in post-secondary education from across the country and internationally, including:

- CEOs and VPs 40%
- Governors 20%
- Deans and Directors 20%
- Faculty and Staff 10%
- Students 5%
- Others 5%
  - Government Officials
  - International Partners
  - Business and Industry Partners
SUNDAY, MAY 29

PRE-CONFERENCE EVENTS
9:00 AM - 1:00 PM
- International Forum
- Entrepreneurship
- Teaching and Learning

CONFERENCE-AT-A-GLANCE

NETWORKING MEETINGS
8:00 AM - 4:00 PM
- Colleges and Institutes Canada: Governance and President’s Office Professionals (CiCan: GPOP)

9:30 AM - 12:00 PM
- Advancement Leaders’ Network

1:30 PM - 4:00 PM
- Presidents’ Leadership Network
- National Governors Forum
- Vice-Presidents, Associate VPs & Campus Directors
- Deans and Program Directors
- Students
- Faculty
- Staff
- International Program & Recruitment Directors/Staff
- Heads of Applied Research

4:00 PM - 4:30 PM
Networking Break

4:30 PM - 6:00 PM
Official Opening and Keynote

6:30 PM - 9:30 PM
River Cruise

Location
All events will take place at the Quebec City Convention Centre, unless otherwise indicated.

Quebec City Convention Centre
900 René-Levesque Boulevard East
Quebec City, Quebec G1R 2B5
### MONDAY, MAY 30

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 - 8:30 AM</td>
<td><strong>CONTINENTAL BREAKFAST - MARKETPLACE</strong></td>
</tr>
<tr>
<td>8:30 - 10:00 AM</td>
<td></td>
</tr>
<tr>
<td>10:00 - 10:30 AM</td>
<td><strong>BREAK - MARKETPLACE</strong></td>
</tr>
<tr>
<td>10:30 - 12:00 PM</td>
<td></td>
</tr>
<tr>
<td>12:00 - 1:00 PM</td>
<td><strong>LUNCH - MARKETPLACE</strong></td>
</tr>
<tr>
<td>1:00 - 3:00 PM</td>
<td></td>
</tr>
<tr>
<td>3:00 - 3:30 PM</td>
<td><strong>BREAK - MARKETPLACE</strong></td>
</tr>
<tr>
<td>3:30 - 4:30 PM</td>
<td><strong>KEYNOTE SESSION</strong></td>
</tr>
<tr>
<td>4:30 - 5:30 PM</td>
<td><strong>REGIONAL MEETINGS</strong></td>
</tr>
<tr>
<td></td>
<td><strong>FREE EVENING</strong></td>
</tr>
</tbody>
</table>

### TUESDAY, MAY 31

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 - 10:00 AM</td>
<td><strong>3RD ANNUAL BUSINESS AND INDUSTRY BREAKFAST</strong></td>
</tr>
<tr>
<td>10:00 - 10:30 AM</td>
<td></td>
</tr>
<tr>
<td>10:30 - 12:00 PM</td>
<td></td>
</tr>
<tr>
<td>12:00 - 1:00 PM</td>
<td><strong>LUNCH - MARKETPLACE</strong></td>
</tr>
<tr>
<td>1:00 - 2:30 PM</td>
<td></td>
</tr>
<tr>
<td>2:30 - 3:00 PM</td>
<td><strong>BREAK</strong></td>
</tr>
<tr>
<td>3:00 - 4:00 PM</td>
<td><strong>CLOSING KEYNOTE</strong></td>
</tr>
<tr>
<td>4:00 - 5:00 PM</td>
<td><strong>CICAN ANNUAL GENERAL MEETING</strong></td>
</tr>
<tr>
<td>6:30 - 7:00 PM</td>
<td><strong>CLOSING RECEPTION</strong></td>
</tr>
<tr>
<td>7:00 - 11:00 PM</td>
<td><strong>GALA AND CICan AWARDS OF EXCELLENCE</strong></td>
</tr>
</tbody>
</table>
SPONSORSHIP: SHOW YOUR COMMITMENT

Here’s your chance to grab a piece of the action!

Sponsorship opportunities provide additional avenues to promote your organization to conference attendees. The opportunities available to sponsors include: special events, pre-conferences, program streams, receptions and more.

All Sponsorships include the following:

- **NEW** Push Notifications!
- Access to the delegate list prior to, and during the event
- Company logo & hyperlink on the Conference website, and in the Conference App
- Option to add an item to the delegate bags
- Company logo on all print, web, electronic promotions and sponsor signage
- Access to sessions (with the exception of CICan Business Meetings & Sunday Networks)
- Recognition on Social Media and in the Conference Mobile App

**Main Sponsorships**

**Headline Event Sponsorship** - $20,000 (exclusivity)
Our Headline Sponsor Package places your brand at the forefront of CICan’s 2016 Conference.

*Benefits:*
• Complimentary exhibition space in Marketplace (10 x 10)
• Five (5) complimentary Conference registrations (full access except CICan Business Meetings & Sunday Networks)
• Exclusive three (3) minute opportunity to address attendees at the Official Opening on Sunday
• Your logo on the Conference Banner and on all marketing materials
• Full page colour ad in the Preliminary Program (electronic)
• 250 word profile on the Sponsorship Page and in the Preliminary Program (electronic)

**3rd Annual Business and Industry Breakfast Keynote Sponsorship** - $15,000 (exclusivity)
*Tuesday, May 31*

*Benefits:*
• Complimentary exhibition space in Marketplace (10 x 10)
• Four (4) complimentary Conference registrations (full access except CICan Business Meetings & Sunday Networks)
• A three (3) minute opportunity to address attendees at the Business and Industry Breakfast
• Your logo in the Final Print Program next to the event paragraph
• Half page colour ad in the Preliminary Program (electronic)
• 200 word profile on the Sponsorship Page and in the Preliminary Program (electronic)

**Keynote Sponsorship** - $10,000 (2 available)
*Monday, May 30 or Tuesday, May 31*

*Benefits:*
• Complimentary exhibition space in Marketplace (10 x 10)
• Three (3) complimentary Conference registrations (full access except CICan Business Meetings & Sunday Networks)
• A three (3) minute opportunity to address attendees at the Keynote of your choice
• Your logo in the Final Print Program next to the Keynote chosen
• Quarter page colour ad in the Preliminary Program (electronic)
• 150 word profile on the Sponsorship Page and in the Preliminary Program (electronic)
Main Sponsorships (cont’d)

Stream Sponsorship - $7,500
Sponsoring one of the conference streams is a great way to associate your brand with a particular theme.

Leadership & Governance (4 available)
Teaching, Learning and Student Success (4 available)
Applied Research & Innovation (2 available)
Indigenous Education (2 available)
Urban Landscape (2 available)
Entrepreneurship (2 available)

Cross-cutting concepts of quality assurance, international, rural, emerging technologies and student engagement will provide opportunities for interaction across streams.

Benefits:
• Two (2) complimentary Conference registrations (full access except CICan Business Meetings & Sunday Networks)
• A three (3) minute opportunity to address attendees at your chosen stream (Monday or Tuesday)
• Half page B & W ad in the Preliminary Program (electronic)
• 150 word profile on the Sponsorship Page and in the Preliminary Program (electronic)
• Tabletop display opportunity at the stream for the day

Pre-Conference Event - 1 event of your choice - $5,000
Sunday, May 29

1. Entrepreneurship
2. International Forum
3. Teaching and Learning

Benefits:
• Your logo next to the event of your choice in the Preliminary Program (electronic) & in the Final Print Program
• Tabletop display opportunity at the pre-conference for the day
• A three (3) minute opportunity to address the attendees at the selected pre-conference

Conference Mobile App - $10,000
With its new Conference Mobile App, the CICan 2016 Conference is giving attendees, Sponsors and Exhibitors the opportunity to experience the Conference prior to the event, as well as receive on-site assistance.

Benefits:
• Exclusive branding on a section of the Conference App (details to follow)
• 150 word profile on the Sponsorship Page and in the Preliminary Program (electronic)

Connections Café & Charging Stations - $7,500
Help attendees stay connected by sponsoring the Connections Café and Charging Stations.

Benefits:
• Your logo on signage at the Connections Café
• 100 word profile on the Sponsorship Page and in the Preliminary Program (electronic)
• Your logo at every Café’s computer screensaver and on the Charging Stations
• WiFi code printed out and placed on each table with your company logo
Special Sponsorship Packages

**River Cruise** - $15,000
*Sunday, May 29*

Help attendees set sail on an unforgettable evening upon the *Louis Jolliet*, where they will enjoy a cocktail and appetizers, as they cruise towards a stunning view of the Montmorency Falls.

**Benefits:**
- Signage at the event
- Mention in the Preliminary and Final Programs and on the Conference App

**Networking Breakfast** - $5,000
*Monday, May 30*

Be the first to welcome attendees to the CICan 2016 Conference with a continental breakfast in Marketplace.

**Benefits:**
- Naming Rights at this event
- Your logo on signage at the breakfast
- Mention in the Preliminary and Final Programs and on the Conference App

**Networking Breaks** - $2,500 (4 Available)

Provide “thirst-aid” to attendees: Marketplace features events and activities that ensure conference attendee traffic and networking opportunities.

**Benefits:**
- Naming Rights at this event
- Company logo at the coffee break stations
- Mention in the Preliminary and Final Programs and on the Conference App

**NEW** Hospitality Suites - $5,000 (plus cost of food) - *Monday, May 30 (after 5:30 pm)*

Sponsors and Exhibitors are invited to capitalize on the Conference Free Evening by hosting a Hospitality Suite in a Conference Venue. Contact us for more details.

**Benefits:**
- Your Signage at the event
- Mention in the Preliminary and Final Programs and on the Conference App
- Great networking opportunity to address Conference Attendees

**Marketplace Lunch** - $5,000 (per day)
*Monday, May 30 or Tuesday, May 31*

Buffet lunches for all attendees in Marketplace.

**Benefits:**
- Naming Rights at this event
- Your logo on signage on the day of your choice
- Mention in the Preliminary and Final Programs and on the Conference App

**Closing Gala** *(Tuesday, May 31)*

Your sponsorship of the Closing Gala will be visible throughout the evening. You may select one or all of the following:

**Décor - $5,000**
- Logo on signage at each table’s centerpiece
- Mention in the Preliminary and Final Programs and on the Conference App

**Entertainment - $5,000**
- Logo on signage on the stage during the performance
- Mention in the Preliminary and Final Programs and on the Conference App

**Printed Program and Menu - $5,000**
- Logo on each printed program at the Gala
- Mention in the Preliminary and Final Programs and on the Conference App

**NEW** Display Space Sponsorship - $2,000 (10 available)

CICan is offering companies who are not able to attend, an opportunity to share their products and services with the attendees by displaying materials on a 6-foot table in a central location.
Delegate Tote Bag - $7,500 (+ Cost of Bags)
Make your organization’s logo one of the first things the attendees see by placing it on the delegate bag. Bags will be distributed to each attendee at the registration kiosks, and are a great way to increase your brand recognition.

Benefits:
* Exclusive branding on the delegate bag with the CICan 2016 Conference logo
* Mention in the Preliminary and Final Programs and on the Conference App

Lanyards - $5,000 (+ In-Kind Contribution **)
Lanyards guarantee constant corporate exposure throughout the conference. Have your organization’s logo on the lanyards that will be handed out to all attendees.

Benefits:
* Your logo on signage at the registration kiosks
* Mention in the Preliminary and Final Programs and on the Conference App

** You will be responsible for providing a minimum of 1,500 lanyards prior to the event.

How to Proceed with Sponsorship
Prior to the launch of the registration website (Dec. 1), please return the completed Sponsorship and Exhibitor reservation form with your indication of interest (pages 14 and 15).

**NEW** As per your requests, Sponsors can now provide a 50% deposit with the initial registration, and the balance will be due to CICan no later that April 10, 2016.

CICan will allocate the Sponsorships on a first-come, first-served basis by category. A Sponsorship will be placed on a tentative hold upon receipt of a completed registration form and a 50% deposit. Sponsorships are not guaranteed until full payment is received. Costs are quoted in Canadian funds, and are HST-exempt.

Specifications for the Conference Website
Sponsors of CICan’s 2016 Conference are entitled to a corporate description on the Conference website. We recommend that, where possible, corporate descriptions be sent in both English and French in order to reach more attendees.

Please submit the corporate description and a high-resolution organization logo (preferably a vector EPS file) to Carla de Koning at cdekoning@collegesinstitutes.ca with the following information:

- Organization Name (as you wish it to appear)
- Corporate Description (as per the allocated length)
- Hyperlink to your website (as you wish it to appear)

To ensure inclusion on all printed materials, please submit by April 20, 2016

Contact Us
The CICan Events Team would be happy to answer any questions you might have and looks forward to welcoming you to Quebec City

Exhibits & Sponsorships
Carla de Koning: 613-746-2222, ext. 3357
cdekoning@collegesinstitutes.ca

General Inquiries & Registration
Neiges Sénéchal: 613-746-5916
nsenechal@collegesinstitutes.ca
CICan 2016 Marketplace

Booth Fees

<table>
<thead>
<tr>
<th>Standard Booth</th>
<th>Early Bird: on or before February 15, 2016 - $2,600</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Regular: after February 15, 2016 - $3,000</td>
</tr>
<tr>
<td>Double Booth</td>
<td>$4,500 (booth space only)</td>
</tr>
</tbody>
</table>

Cancellation Policy
Cancellation requests must be submitted in writing. If an exhibitor whose application has been processed and accepted wishes to cancel, our policy is as follows:

- **Prior to March 1, 2016**: A refund of the full amount paid, minus a $200 administration fee
- **Between March 2, 2016 and April 30, 2016**: A refund of 50% of the full amount paid
- **After April 30, 2016**: No refunds

What’s Included:

Logistical:
* 10 x 10 foot Exhibit space
* 3’ side drapes and 8’ back drapes
* One table (6’ x 3’) and two chairs
* Wireless Internet access
* Electrical outlets are provided
* In-App Lead retrieval & Gamification (details to follow)

Daily Access:
* One (1) complimentary registration. The Conference Registration includes access to sessions, the River Cruise, and the Closing Gala, all coffee breaks, breakfasts and lunches on the Monday and Tuesday. However it does not give access to any of the CICan Business Meetings, including the Sunday Network Sessions. (Additional tickets for the social events are available for purchase during the on-line registration process)
* Four (4) complimentary badges for booth personnel per exhibit space reserved (includes lunch in Marketplace, access to the Exhibit Hall, and the Business and Industry Breakfast; should you require more, you may purchase them in your registration)
* Daily complimentary refreshments in the Exhibitor Lounge and in Marketplace

Promotional:
* Organizational listing on CICan’s 2016 Conference website with hyperlink to your company, as well as in the CICan Preliminary Program (electronic) and Final Program (print) by company name
* Access to the list of participants

** Due to the Privacy Act (PIPEDA), only attendees who agree to release their contact information will be included

All confirmed exhibitors will have access to the Show Manual in December 2015, which includes set-up schedules and procedures, additional show information, and order forms for official show services provided.

What’s NOT Included:

- Audiovisual equipment
- Additional or substituted furniture
- Booth set-up
- Signage

RESERVE YOUR BOOTH TODAY!
Exhibitor Directory

By booking space in Marketplace 2016, exhibitors are entitled to a 50-word corporate description on the 2016 Conference website. We recommend that corporate descriptions be sent in both English and French, where possible, in order to reach more attendees.

Please submit the corporate description to Carla de Koning at: cdekoning@collegesinstitutes.ca with the following information:

- Organization Name (as you wish it to appear)
- Corporate Description (50 word maximum)
- Hyperlink to your website (as you wish it to appear)

**NEW** Attendee Bag Item Insert - $500 (1 item only)

Ensure each attendee receives a company-branded promotional item from your company. As we are making the conference “green”, it MUST be a non-paper product.

Benefits:

- Your branded item handed out to every attendee
- Your logo on signage at registration kiosks
- Mention in the Preliminary Program (electronic) and on the Conference App

**You will be responsible for the cost of the product (minimum of 1,000 pieces). Shipping details will be provided in the Show Manual, available mid-December.**

How to Proceed with Exhibits

Prior to the launch of the conference website, please return the completed Sponsorship and Exhibitor reservation form with your indication of interest (pages 14 and 15).

CiCan will allocate the Exhibits on a first-come, first-served basis by category. An Exhibit will be placed on a tentative hold upon receipt of an on-line completed registration. Exhibits are not guaranteed until full payment is received. Costs are quoted in Canadian funds and are HST-exempt.

Please note: Full payment is required immediately for Exhibit Space to complete the on-line Registration.
CICan 2016 Marketplace

Please Note: CICan will be using the list of 2016 Sponsors and Exhibitors for next year’s promotion. Should you wish that your name not appear on the list, please ensure you advise us during your registration process.

Last Year’s Sponsors and Exhibitors included

- Academica Group
- Algonquin College (Sponsor)
- Aramark Canada Ltd.
- Athabasca University
- Campus Living Centres
- Canadian Blood Services
- Canadian Forces Recruiting Group
- Canadian Intellectual Property Office
- Centennial College
- Chartwells (and Sponsor)
- CSA Group
- Elections Canada
- EMC - Canadian Manufacturing Network
- EMSI (and Sponsor)
- Follett of Canada
- Foreign Affairs, Trade & Development Canada
- Freeman AV (Sponsor)
- Honeywell
- KCI (Sponsor)
- Lincoln Electric
- PeopleAdmin (and Sponsor)
- PTE Academic (Sponsor)
- Red River College (Sponsor)
- Royal Roads University
- Stratsys
- The Phelps Group
- Thompson Rivers University
- Three Rivers Systems
- Turnitin
- University College of the North (and Sponsor)
- Vital Source Technologies
- Vretta Inc.
- WorkBay (Sponsor)
- World Education Services (WES)
- Yorkville Asset Management Inc.

** Only Sponsors and Exhibitors that have agreed are on the list
DATES TO REMEMBER

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Launch of the 2016 CICan Conference Website</td>
<td>October 14, 2015</td>
</tr>
<tr>
<td>Launch of the Registration Website for Sponsors &amp; Exhibitors</td>
<td>December 1, 2015</td>
</tr>
<tr>
<td>Early Bird Booth Fee:</td>
<td></td>
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<tr>
<td>Until February 15, 2016</td>
<td></td>
</tr>
<tr>
<td>Regular Booth Fee:</td>
<td></td>
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<tr>
<td>After February 16, 2016</td>
<td></td>
</tr>
<tr>
<td>Last day to cancel your booth for a full refund (minus $200 administrative fee)</td>
<td>March 1, 2016</td>
</tr>
<tr>
<td>Last day to cancel your booth for a 50% refund</td>
<td>April 30, 2016</td>
</tr>
<tr>
<td>Last day to provide materials in order to appear in the Final Print Program</td>
<td>April 20, 2016</td>
</tr>
<tr>
<td>Last day to submit Booth Personnel prior to arrival on-site (if not, badges will be printed on-site)</td>
<td>May 15, 2016</td>
</tr>
</tbody>
</table>

MARKETPLACE 2016 CONTACT INFO

CICan - Sponsorships and Exhibits
Carla de Koning
Colleges and Institutes Canada (CICan)
Tel: 613-746-2222 ext. 3357
Email: cdekoning@collegesinstitutes.ca

CICan - Registration
Neiges Sénéchal
Colleges and Institutes Canada (CICan)
Tel: 613-746-5916
Email: nsenechal@collegesinstitutes.ca

Marketplace 2016 Location
Marketplace 2016 is located in Hall 400 A of the Quebec City Convention Centre.
http://www.convention.qc.ca/en

Service Contractor
Information Coming soon

Shipping and Handling Information
Information Coming soon

Customs Broker
Information Coming soon
## Sponsorship and Exhibit Reservation Form (page 1 of 2)

### A. Contact Information:

Name: ____________________________________________  Title: ______________________________________

Organization: _________________________________________________________________________________

Tel: ______________________________________  E-mail: ____________________________________________

Mailing Address: _____________________________________________________________________________

City: __________________________________   Province: ___________  Postal Code: _______________

### B. Main Sponsorship Packages

- **Headline** *(includes a 10 x 10 Booth)*  
  $20,000 CDN

- **Business & Industry Breakfast Keynote** *(includes a 10 x 10 Booth)*  
  $15,000 CDN

- **Keynote** *(includes a 10 x 10 Booth)*  
  $10,000 CDN

<table>
<thead>
<tr>
<th>Keynote Selection:</th>
<th>First Choice: __________________</th>
<th>Second Choice: ____________________________</th>
</tr>
</thead>
</table>

- **Stream** *(includes a Tabletop at Stream)*  
  $7,500 CDN

<table>
<thead>
<tr>
<th>Stream Selection:</th>
<th>MONDAY</th>
<th>OR</th>
<th>TUESDAY</th>
</tr>
</thead>
</table>

- **Pre-Conference** *(includes a Tabletop at event)*  
  $5,000 CDN

<table>
<thead>
<tr>
<th>Pre-Conference Selection:</th>
<th></th>
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</thead>
</table>

- **Conference 2016 Mobile Application**  
  $10,000 CDN

- **Connections Café / Charging Stations**  
  $7,500 CDN

### C. Special Sponsorships

- **River Cruise** *(Monday)*  
  $15,000 CDN

- **Network Breakfast** *(Monday)*  
  $5,000 CDN

- **Network Break** *(CICan to select)*  
  $2,500 CDN

- **Marketplace Lunch** *(Monday or Tuesday)*  
  $5,000 CDN

- **Hospitality Suite** *(Monday evening)*  
  $7,500 CDN

- **Gala** *(Tuesday evening): Décor, Entertainment or Agenda/Menu*  
  $5,000 CDN

<table>
<thead>
<tr>
<th>Gala Selection:</th>
<th>First Choice: __________</th>
<th>Second Choice: __________</th>
<th>Third Choice: __________</th>
</tr>
</thead>
</table>
D. Branding Sponsorships

☐ Delegate Tote Bag (+ Cost of bags) $7,500 CDN
☐ Lanyards (+ In-Kind) $5,000 CDN

E. Exhibit Space

☐ Exhibitor Space (Early Bird - before February 15, 2016) $2,600 CDN

Booth Selection: First Choice: __________ Second Choice: __________ Third Choice: __________

☐ Bag Item Insert (no PAPER) $500 CDN

F. Terms and Conditions of Sponsorship and Exhibits

CICan will allocate Sponsorships and Exhibits on a first-come, first-served basis by category. A Sponsorship or Exhibit will be placed on a tentative hold upon receipt of a completed registration form.

Sponsorships and Exhibits are not guaranteed until full payment is received. Costs are quoted in Canadian funds. CICan reserves the right to refuse a Sponsorship or Exhibit request. CICan has the right to amend the rules and regulations governing Sponsorships and Exhibits at their discretion.

G. Method of Payment

Payments are by credit card only (Visa, MasterCard or American Express). Please note that fees are HST exempt.

ACCEPTANCE

I agree, that by submitting this request to CICan, that I am committing to purchasing the above-mentioned and that, upon the launch of the Registration System, I shall provide full payment by the indicated deadline dates.

Official Signature Required

Name: __________________________________________________________ Date: _________________________

Signature: ____________________________________________________________________________________

Please return the completed form (pages 14 & 15) to:

Carla de Koning
613-746-2222, ext. 3357
Email: cdekoning@collegesinstitutes.ca
Getting There and Where to Stay

Hotels

**Hilton Québec**  
1100 Boulevard René-Lévesque East, Québec, QC  
Reservations: 1-800-447-2411  
Laurentian & Parliament View: $226.00 + taxes  
Riverview: $249.00 + taxes  

**Delta Québec**  
690 Boulevard René-Lévesque East, Québec, QC  
Reservations: 1-888-884-7777  
Mode Rooms: $210.00 + taxes  

**Palace Royal**  
775 Honoré-Mercier Ave, Québec, QC  
Reservations: Group number # 3474423  
* By Internet: www.hotelsjaro.com  
* By Phone: 1-800-567-5276 or at 1-418-694-2000  
Rates: $179.99 + taxes

Taxes

Current rates are as follows:  
- Lodging Tax: 3%  
- Federal Goods & Services Tax (GST): 5%  
- Provincial Tax (PST): 9.975%

Travel Information

If you are traveling by plane or train, we invite you to take advantage of our 10% discount rate for the following companies:

**Air Canada**  
Group Code: MU7Q8N41  
Reservation: Online at aircanada.com  

**WestJet**  
Group Code: CC8534  
Reservation: The group code can only be used by calling the WestJet Groups department from Monday to Friday between 7 a.m. to 5:30 p.m. MST at: 1-877-952-4696  

**Airport**: Jean Lesage International Airport  
(25 minutes from downtown)  

**Via Rail**  
Group Code: 13135

**Taxis From YQB to downtown Québec City**  
PRICE: $34.25

**Tourism Québec City**  