

## **Meeting Space for the Sport for Life Canadian Summit 2018**

If you would like to plan a meeting in conjunction with this year's conference we are now accepting requests for meeting space, on a first come first served basis.

These meeting spaces will be made available at a cost of **\$75/hour** for room rental. Please note that additional requirements (AV, food and beverage, etc.) will incur extra costs.

Meeting space is available from **January 22 – January 26**

To reserve meeting space, please email the following details to: [michelle@podiumconferences.com](mailto:michelle@podiumconferences.com)

- contact information (host organization, contact name, contact email, contact phone number)
- meeting name
- preferred date and time
- nature of the meeting
- number of people attending the meeting
- room set-up (e.g board room, U-shape, theatre etc.)
- specific audio visual / catering requirements (if any).

Please note: these additional requirements will come at an extra cost to your event

**The deadline to submit your meeting requests is December 1, 2017 at 5:00PM PST**