



## PSEWEB

Canada's PSE Web Marketing Conference  
pseweb.ca | info@pseweb.ca | (519) 280-4008

# 2012 EVENT INFOSHEET

## PREFERRED DATES:

- May 16 – 18, 2012 OR May 23 – 25, 2012

## AUDIENCE

- 100+ College & University Marketing & IT Professionals

## FORMAT

- 1 room that can hold the full group (100+ capacity)
  - Round tables during Breakfast/Lunch;
  - Theatre layout during sessions
- 1-2 additional rooms that can each hold half the group (50+ capacity)
  - Theatre layout
- 3 days, 9 – 5 each day
- Registration/Break Area
  - Space for registration table
  - Space for minimum five 8' x 10' vendor booths
  - Preferred: Nearby overnight storage space (for registration table and vendor valuables)

## MEALS

- Day 1: Morning & Afternoon Breaks
- Day 2 & 3: Breakfast, Lunch, Morning & Afternoon Breaks

## AUDIO VISUAL/TECH REQUIREMENTS

- Projector & Screen in all rooms
- 2 wireless mics in all rooms (clipon/lapel preferred over hand held)
- Wireless internet access for all attendees in meeting area

## ROOMS

- 50+ rooms per night
- Internet access in all rooms



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# HOTEL QUESTIONNAIRE

Are there any universities or colleges within walking distance?      YES      NO

If YES, which schools?

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Cost of Parking: \_\_\_\_\_ (per night)      \_\_\_\_\_ (daytime)

Proposed Conference Room Rate: \_\_\_\_\_ (per night)

Hotel Capacity: \_\_\_\_\_ (rooms)

Rooms have Internet:      YES (wired)      YES (wireless)      NO

Please provide proposal including cost for:

- Facilities
- Meals
- Audio/Visual
- Internet Access