

## Countdown to Congress Meeting - #5

University of Calgary – room SS-1339  
March 9, 2016 – 12:00 MDT

### Agenda

#### Welcome & Roll Call

#### Upcoming Deadlines

- **March 31:** Cut-off date for early-bird registration rates
- **April 8:** Deadline to submit requests for audio-visual and equipment
- **April 8:** Deadline to submit catering requests

#### Congress Updates:

- Programming
- Logistics

#### Discussion Topics:

- Checking your rooms before Congress
- How to submit catering & AV requests (*Planning Guide pg. 14*)
- Incorporating Congress programming into your conference

#### Wrap up - Question and answers

*Please note that due to building security in the Dean's office, the access doors will lock promptly at 12:00. Therefore, we suggest that anyone attending the meeting in person arrive 10 minutes early.*

### Conference Teleconference Information:

**Conference Dial-in Number:** 1.866.261.6767

**International Dial-in Number:** 416.850.2050

**Participant Code:** 137106#