

Conferences at the University of Guelph

Facilities & Services Co-ordination

Conference Services is your **one-stop contact** for co-ordinating University of Guelph facilities and services for your conference, meeting or symposium. Whether it's a small group of 10 people or an international conference of 2,000 our organizational expertise will ensure your event's success. Annually, we host over 100 various groups ranging from scientific conferences, professional meetings, to academic, athletic and religious gatherings. Call us anytime for further information about our extensive facilities and resources. We welcome the opportunity to address your special needs and requests - personally!

Early-bird Discounts

By meeting our scheduled deadlines, you help reduce our administrative and operational costs which we can then pass directly on to you!

Contract Process

Once you have confirmed that you will be holding your event with us, our two-step contract system gets the paper work out of the way quickly and efficiently. Step One is to complete a contractual agreement, and Step Two will allow us to capture every detail on our Schedule of Details.

Step One

Six Months Prior

Send your signed **Contract, Insurance Policy and completed Credit Application** plus a deposit (non-refundable) of the total estimated cost for accommodation, meals and facilities to:



The balance of payment is due upon receipt of the invoice after the conference has concluded.

Please make all cheques payable to the University of Guelph c/o, Conference Services.

Step Two

Three Months Prior

Your conference representative will begin working with you on developing a **SCHEDULE OF DETAILS** for your conference. This is a working document and once completed to your satisfaction, you are asked to sign this itemized document and send it to the above address. This is required 30 days prior to the start of the conference.

N.B. Please ensure that the contract is received by Conference Services within the prescribed schedule of deadlines so that all space reserved is secured for your conference.

Deadlines to Remember

<input type="checkbox"/> Contract Submission and Deposit	6 months prior to arrival
<input type="checkbox"/> Credit Application and Insurance Policy	6 months prior to arrival
<input type="checkbox"/> Begin Process for Final Schedule of Details	3 to 4 months prior to arrival
<input type="checkbox"/> Final Schedule of Details Completed	30 working days prior to arrival
<input type="checkbox"/> Accommodation Listing	15 working days prior to arrival
<input type="checkbox"/> Guaranteed Meal Numbers	15 working days prior to arrival
<input type="checkbox"/> Audio Visual Requests	15 working days prior to arrival
<input type="checkbox"/> Coffee Services	5 working days prior to the event
<input type="checkbox"/> Special Events Guaranteed Numbers and Final Changes	3 working days prior to the event

All rates are subject to applicable taxes.

www.conferences.uoguelph.ca

Co-ordination of Services

Basic Package

We offer all our clients the following one-stop shopping package.

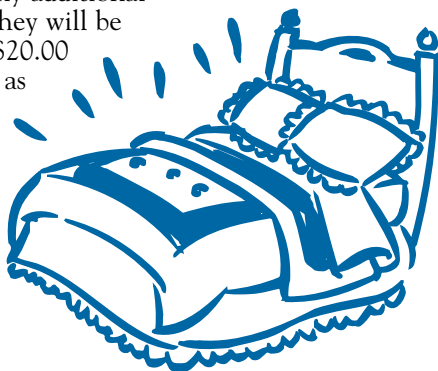
Your conference representative:

- Meets with you to discuss your requirements,
- Provides you and your organizing group with a guided tour of campus,
- Recommends facilities and services that would best suit your needs,
- Reserves and confirms all campus meeting and recreational facilities,
- Block books on your behalf all on-campus accommodation plus local hotel rooms to ensure group discounts are received,
- Co-ordinates special catering, refreshment and meal services,
- Co-ordinates audio visual, telecommunications and parking services,
- Processes final detailed invoice,
- Provides a 24-hour residence desk for information and services,
- **Provides a 24-hour on-call facilitation support while your group is on campus, including immediate attention to last minute requests.**

Ask us about:

- Reduced meal rates for children,
- **Reduced** daily parking rates for commuting delegates,
- **Co-ordination** of flip charts, tables and chairs,
- Access to recreational facilities,
- Affordable accommodation (**includes free overnight parking**) and flexible meals to cater to every unique event,

PLEASE NOTE: If any additional services are required, they will be billed out at a cost of \$20.00 per hour per person or as otherwise quoted by a Conference Representative



Accommodation Registration Package

Accommodation Registration Service (includes the Basic Package).

As a Conference Organizer, you have two options when it comes to arranging accommodation for your delegates. If you have the time and resources available, you can process your own registration forms, handle room confirmations and collect the accommodation fees from your delegates. At the end of the conference, the University will simply invoice you for the number of rooms booked.

However, if this is not the most practical or cost-effective option for you, we offer an **Accommodation Registration Service** for conference organizers who would like their delegates to book accommodation directly with us. If you select this extra service, we will:

- Prepare an on-line accommodation registration link that conference organizers distribute to all delegates,
- Accept completed accommodation registrations and assign hotel and residence rooms,
- Process on-campus accommodation registration payments (cash, cheque, money order, VISA, MasterCard and American Express),
- Prepare and send confirmation letters and/or e-mails,
- Prepare and distribute receipts, and process cancellation refunds,
- Confirm room assignments with delegates and prepare a delegate accommodation listing for both on-campus delegates and for those staying in local hotels.

Rate (non-refundable)	\$5.00 (plus taxes) per delegate
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Note: We will process all payments for accommodations and notify the delegate of NSF cheques, declined credit cards or non-accurate funds.

If payments are not received prior to the end of the conference, Hospitality Services will invoice the conference organizer for all services provided and it will be their responsibility to collect any outstanding amounts owing.

Full-service Package

As a busy organizer, you can choose this all-inclusive service and free yourself from time-consuming paper work and endless phone calls. Whether your conference is on campus or off, our experts will travel with you and handle both conference registration and accommodation reservations for all your delegates, leaving you more time to concentrate on the conference program. If you select the Full-service Package, in addition to managing all accommodation requirements, we will:

- Design an on-line registration link for you to distribute to delegates.
- Manage all conference registration inquiries from Delegates,
- Process conference registration payments (cash, cheque, money order, VISA, MasterCard, American Express)
- Prepare and e-mail confirmation letters to all delegates,
- Process any conference refunds,
- Prepare Delegate Information Packages which include name tag, conference registration receipt, local tourist information and welcome letter from the University of Guelph,
- Operate the conference registration desk to greet attendees and register last-minute delegates for a negotiated number of hours.
- Prepare a conference summary for you, the organizer, to include your delegate's demographic information. (Other reports are available, please ask your conference representative for details and prices)
- We will process all payments for accommodations and notify the delegate of NSF cheques, declined credit cards or non-accurate funds.

The price for the Full-service Package is quoted on a per group basis. Please contact your Conference Representative to discuss rates and options.

If any other services are required that are not listed above please ask your conference representative to include these in your quote.

Note: The Full-service Package price is non-refundable.

If payments are not received prior to the end of the conference, Hospitality Services will invoice the conference organizer for all services provided and it will be their responsibility to collect any outstanding amounts owing.

Other Services

The sky is the limit...Just Ask!

Program Development and Management

The Office of Open Learning has over 25 years experience in developing and administering courses and conferences. We have a team of professionals who have expertise in program development and program management to assist you in planning, marketing and administering your event. Talk to your conference representative to arrange for a **FREE** consultation.

University Design and Print

University Design and Print is located in the University Centre, Room 010. The staff are happy to handle any requests, immediately.

On-campus design and printing services are available for all your conference requirements. Special pricing for complete conference packages are available on request. We are pleased to offer all conference groups a **10% discount** on all graphic and printing needs.

For information regarding the following services, please contact your conference representative:

- Special technical services such as computer interfacing or satellite up-link or down-link,
- Customized giftware and clothing for your conference at competitive rates.
- FAX and individual delegate graphic and printing needs.



Accommodation & Meal Options

ON-CAMPUS ACCOMMODATION

The University of Guelph boasts one of the largest university residence systems in Canada. Your delegates will stay in one of six residence buildings, each offering its own charm and conveniences. Our accommodations provide delegates with a clean and comfortable living environment offering privacy while fostering social interaction.

A variety of single or shared room styles are available. All rooms, **except** for the student rooms, receive daily maid service. Parking in designated lots is included **FREE** with the accommodation rate. To serve you better, we provide a 24-hour residence desk, located in Lambton Hall. This location provides delegates with around the clock information and services. All conference delegates will check in at a designated location; alternative location provided at extra cost.

Type of Rooms:

Single and Shared: Included in the single and shared rates, delegates receive daily maid service. Parking is available **FREE OF CHARGE**.

Townhouses: 164 units in total. The standard unit has 4 bedrooms and 2 bathrooms and all units are air conditioned. Daily maid service is included in the townhouse rate. Parking is available **FREE OF CHARGE**.

Student: Delegates do not receive daily maid service. Parking is available **FREE OF CHARGE**. A copy of the delegate's student card must be sent with the registration form or delegate listing.

Accommodation	Early-bird Rate 2009	Regular Rate 2009
Single Room	\$51.50	\$54.00
Shared Room	\$46.15	\$47.50
Student	\$35.00	\$36.50
Townhouses (1&2).....	\$87.00	\$90.00
Townhouses (3&4).....	\$76.00	\$79.00

Plus applicable taxes

Ask us about our youth rates!

Accommodation Lists

Earn the early-bird discount for delegates registered, and completed housing list submitted 15 days prior to arrival. **Completed housing lists must include:** Delegates first and last names along with gender, room and participant type, room mate request, and arrival and departure dates. Names received after the 15 day deadline will be charged at the regular rates. We will provide you with a blank housing template in order to input information and submit.

OFF-CAMPUS ACCOMMODATION

Hotel Accommodation

For those delegates wishing to stay in one of our local hotels, your conference representative will be happy to make the arrangements for you. This will ensure that space is available and your delegates will take advantage of special rates at each hotel. Following is a list of each hotel and the services they offer:

Days Inn

The Days Inn features 87 recently renovated rooms and is located within walking distance of the University. Included in the room rate is a continental breakfast.

Delta Guelph Hotel & Conference Centre

The brand new Delta Guelph Hotel is located at the corner of Stone Road and Gordon Street, just across the street from the University and just minutes away from the Stone Road shopping areas. This hotel features 148 contemporary guest rooms and suites. They have an in-house lounge and restaurant highlighting much of Guelph's local and regional cuisine.

Holiday Inn

The Holiday Inn Guelph is located 1.6 kilometers from campus. They have recently renovated the entire facility with many upgrades including heated bathroom floors, on-command movies and new décor throughout. The indoor swimming pool and exercise room will be a great way to start or end your day. They are conveniently located beside Stone Road Mall and within walking distance of many restaurants and movies.

Ramada Hotel and Conference Centre

The Ramada Hotel is located one block south of campus and is within walking distance of the University. This hotel features 104 rooms, an on-site restaurant, a lounge and an outdoor pool.

Please see your conference representative for details on rates.



Dining on Campus

Hospitality Services at the University of Guelph, is renowned for high-quality food and extensive menu selection. Friendly staff are committed to outstanding customer service. In addition to pre-arranged conference dining, the campus offers a selection of food and beverage facilities to serve your delegates on a cash basis. Large groups of 100 or more that require on-campus accommodations have the opportunity to dine in one of the acclaimed dining facilities on campus. We recommend you reserve early as they are often used for special events, banquets and weddings. Delegate numbers need to be confirmed at least 15 working days prior to the conference.

For Groups of over 100, we offer an American Meal Plan service which is based on three meals a day in a University of Guelph dining facility.

	Early-bird Rate 2009	Regular Rate 2009
Breakfast	\$8.00	\$9.20
Lunch	\$12.35	\$13.45
Dinner	\$15.25	\$16.25

Plus applicable taxes

For Groups of 100 or less continental breakfast can be served in the location of your choice.

	Early Bird	Regular Rate
Continental Breakfast	\$6.95	\$7.95

Plus applicable taxes

Ask us about our youth rates!

Lunch and dinner options are available to accommodate your specific requirements.

Special Catering

Whether your special event is on or off-campus, our experienced catering managers will help you choose the perfect menu to please both your guests and your budget. To receive the early-bird discount, the contract must be negotiated 15 working days prior to the event. Please ask your conference representative for our catering brochures. Rental charges will apply.

Coffee Services

Refreshments for daily breaks (coffee, tea, juice, muffins, etc.), box lunches, light meals, etc. ordered at least 5 working days in advance through Conference Services will be given the early-bird discount. Please see our coffee services brochure for selections, rates and delivery charges.

Retail, Food & Beverage Outlets

The University has a wide variety of retail, food and beverage outlets that operate on a limited basis during the summer. Please see your conference representative for their hours of operation. The following areas operate on a cash basis:

Centre Six

An extensive food court located in the University Centre offers a variety of specialty shops (including many brand names such as Tim Hortons) serving everything from homemade soups and snacks to popular entrées.

Earthworks

Earthworks and the on-campus post office are located in the University Centre beside the Centre Six Food Court.

Earthworks offers natural and organic foods including prepared sandwiches and salads, hot soup, whole fruits, bottled beverages, coffee and teas.

O.V.C. (Ontario Veterinary College)

The OVC Lifetime Learning Centre Dining Facility has a spacious seating area which overlooks an attractive outdoor courtyard. This multi-purpose facility serves hearty home-cooked meals, light lunches and snack foods.

The Brass Taps

This fully licensed bar and food operation has a capacity of 500 guests and offers you assistance in planning live entertainment for your group.

Greenhouse Café

Located in the Bovey Building, this café serves hot breakfasts and quick lunches.

Gryphs Sports Lounge/Sports Shop

Enjoy televised sporting events while you dine. This licensed lounge is open various hours throughout the summer months.

University of Guelph Bookstore

The University of Guelph's newly designed bookstore proudly offers a unique concept under one roof:

Campus Junction

for crested University of Guelph clothing, alumni clothing, gifts, postcards and greeting cards,

PLUS

an extensive selection of stationary, academic books, trade books and research materials.



Facilities & Audio Visual

Meeting Facilities

A key ingredient in the success of your conference is meeting space that is appropriate to your audience. We offer you and your group a wide selection of meeting rooms unmatched by any hotel facility in Ontario.

If you want great acoustics and large capacities, choose from one of our 16 lecture amphitheatres with fixed seating. You may also wish to choose from our 71 meeting and seminar rooms with capacities ranging from 12 to 900 delegates and with fixed or movable furnishings. Our multi-purpose gymnasium is suitable for catered events or for use as a large lecture hall. Six boardrooms offer you a comfortable atmosphere for your executive meetings or presentations.

A key component to any conference is a trade show or exhibition. We offer several venues to capture a variety of themes to suit every need.

War Memorial Hall, a 600-seat theatre complete with performance stage, is an impressive venue that would be perfect for your opening ceremony, a special presentation or a business meeting.

Please note: Individual room set-up charges range from \$50.00- \$500.00.

Please contact your Conference Rep. for all rate and space information.

Audio Visual Services

Our Teaching & Support Services department provides a variety of audio visual equipment and services to meet your needs. We would be pleased to provide you the equipment you need at affordable rates.

Audio visual equipment ordered 15 working days in advance will be charged at early-bird rates. All audio visual equipment ordered after the deadline will be charged at regular rates. The University of Guelph offers you interactive video-conferencing at reasonable rates.

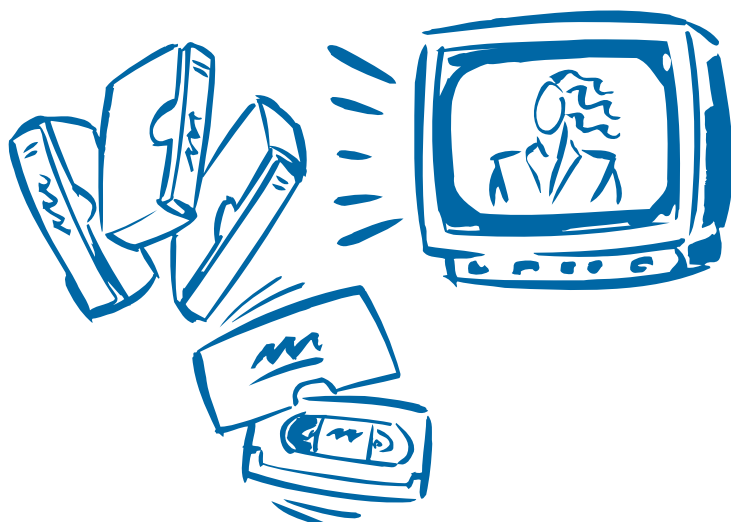
Through compressed video technology, specialists can speak to and interact with your delegates from anywhere in the world.

Audio visual equipment in classrooms and meeting space is charged separately from room rentals. A delivery charge (per hour) will apply with a one-hour minimum if the audio visual equipment must be delivered to a specific location. Refer to the audio visual price list.

Your conference representative will check to ensure your order is in place and ready for you to operate.

Flipcharts & A-Frames

We are pleased to co-ordinate flipcharts and A-Frames for your conference.



www.conferences.uoguelph.ca

On-Campus General Information

Parking

For your delegates who stay overnight in our residence accommodation, parking is FREE in the assigned lots at the north and south end of the campus.



For your delegates who are commuting to the University in the summer months, you may pre-purchase daily, weekly or monthly parking passes through the conference office. We offer a **discounted rate** of \$9.00 (tax included) per day, \$36.00 (tax included) per week or \$54.00 (tax included) per month in the summer. Commuting delegates arriving on-campus without a pre-purchased parking pass may park in one of our attended lots for \$18.00 per day.

During the fall and winter, you may purchase daily parking passes for \$10.50 (including tax) through the conference office.

Should you require conference staff to sell parking passes on campus, a charge of \$20.00 per hour will be included on your final invoice.

To eliminate the additional charges, contact the conference office early in your planning.

Signs

Signs must be professionally prepared by our on-campus sign shop to meet University of Guelph standards. Graphic images and logos can be scanned and added to your sign for a nominal charge.

Rates: 11" x 39" - \$50 39" x 39" - \$75
Plus Applicable taxes

Our conference representatives would be pleased to post generic directional signage at our normal posting locations at no extra cost.

Banners

3' x 12' banner with 2 colours of vinyl - \$125.00
logos (2 colour) - add \$60.00
Plus Applicable taxes
Prices range depending on complexity of logo.

Full colour printing is available, for example, a colour photograph or any colour clipart could be reproduced.
Add \$20.00/sq.ft.
Plus Applicable taxes

For multiple banners, prices vary.

Tables and Chairs

We would be pleased to deliver and set-up tables and chairs for your registration or information desk.

We are pleased to offer you 20 free tables and 40 free chairs for your conference from May to August up to a maximum of ten days. After that point a rental charge will apply. Please see your conference representative for details. If you require more, or need tables and chairs from September to April, there will be a charge of \$5.00 per day for each table and \$1.25 per day for each chair. There is a \$25.00 minimum charge for all orders during September to May.

Use of Linens & Skirting

White linen cloths \$5.95 each. Coloured linen cloths \$6.50 each. Skirting cost is \$15.00 per table.

Red Car Airport Service

For delegates flying in from out of town, we can arrange for Red Car Airport Service to pick them up at the airport and bring them back to the airport. Just ask your conference representative for more details and rates.



Room Set Up Charges

If you require a meeting room or any of our multi-purpose rooms or lounges, to be set up or arranged in a specific style (other than the current set up), we would be happy to make the arrangements for you. Rates range from \$50.00-\$500.00. Please see your conference representative for specific details.

Telephone Services

Telephones in the residence rooms have on-campus and local calling capabilities. Long distance service is also available. Data lines, phonemail and long-distance service can also be connected in selected meeting facilities on-campus. Please see your conference representative for details and rates.

Computer Access

We are pleased to offer complimentary wireless internet access on campus in designated locations. Please ask your conference representative for more information.

Smoking

The University of Guelph is a smoke-free environment.

Emergency Services

Our on-site Health Unit is accessible for medical emergencies. As well, our Security Services Unit is on duty 24 hours a day and will immediately respond to any emergency situation.

Accessibility

Most facilities at the University are wheelchair accessible. We would be pleased to assist you in meeting any special needs for delegates with disabilities.

Keys

Residence room keys not returned at check out will be charged back to the client at \$65.00, plus applicable taxes, per key. Since lock changes must be made immediately, no credits will be issued for keys unless Conference Services is notified within five (5) working days of check out. A list of those keys not returned will be included in the final invoice. In the case of cash registrations, the individual will be billed for the lock change costs. Delegates returning their keys to the residence desk at check out will be issued a voucher confirming their key return.

Crested Wear

Canvas bags, T-shirts, name tags – we can arrange for almost anything. Just contact your conference representative for details.

Campus Tours

Campus tours are available to conference delegates and can be arranged to meet the specific interests of your group. Highlighting the interesting facilities located here, from the futuristic Environmental Biology and Food Technology Centre buildings, to the classical architecture of the Ontario Veterinary College, a campus tour is an option for those interested delegates. Conference representatives will also conduct orientation tours for your delegates. Simply let us know your needs!

The Arboretum

Our beautiful campus features a 408-acre arboretum with visitor's centre and many self-guided hiking/running trails. Open seven days a week, your delegates can stroll through the interpretive nature trails or explore the wide variety of plant collections including some 2,900 varieties of trees and shrubs. Naturalist-led walks are also available year round.

Macdonald Stewart Art Centre

The Macdonald Stewart Art Centre is located on the north west corner of the University. The centre is home to the University of Guelph Art Collection of over 3,000 works focusing on three centuries of Canadian and international art. There is also a gallery shop, and surrounding the centre is the Donald Forester Sculpture Park. Delegates can visit the centre on their own or arrange a tour through their conference representative.

Sports and Leisure

The athletic centre hosts three gymnasiums, two swimming pools, five international squash courts, new improved weight training rooms, a fitness circuit, and our newest addition, a turfgrass covered dome. A twin-pad arena with an Olympic-sized ice surface features a restaurant overlooking the ice. Outdoors, we have beach volleyball courts, jogging trails and fields to play field hockey, football, soccer, rugby and fastball. Your delegates can access many of our athletic facilities for a daily user fee. These fees can be paid directly at the issuing desk of the athletics building. If your preference is for exclusivity, rent facilities by the hour, day, week, or month. Hours and rates are available through your conference representative.

The University Centre

Located at the heart of campus, the University Centre houses food and beverage outlets, administrative offices, student organizations, meeting space and a wide range of commercial services. These include a travel agency, dentist, photographer, variety store, post office, hairstylist, automated banking machines, printing & graphics and the Brass Taps Bar .

Research Station Tours

The three agricultural University research stations may also be visited by conference participants by arranged tours. The Elora beef and dairy centre features a high-tech robotic milking machine. The Arkell poultry centre and Alma aquaculture centre are world recognized research facilities.



Contracts, Insurance & Taxes

Contracts

The contract must be signed by the client and returned to Conference Services, Rm. 432, University Centre, University of Guelph, Guelph, ON, N1G 2W1, no later than six months prior to the start of the conference. The signed contract must be accompanied by a non-refundable deposit. A schedule of details will be completed by Conference Services and the client three months prior to the event. If the contract or schedule of details are not received in the prescribed time period, the University of Guelph cannot guarantee all space. The contract is a reflection of the cost of services and facilities required by the client. The University reserves the right to make changes to services and facilities in consultation with the client.

Insurance

The client will indemnify and save harmless the University of Guelph with respect to all actions, suits, claims and demands of any kind arising out of or in any way connected with the use of the University facilities by the Client and those permitted by the client to be in the University facilities, including, without limitation, all actions, suits, claims or demands for personal injury or property damage. **The client will maintain liability insurance** in an amount satisfactory to the University of Guelph (acting reasonably) with respect to all those using the University facilities and will cause University of Guelph to be named as an additional insured in such insurance policy. The client will file with the University certificates or other proof of insurance coverage satisfactory to the University of Guelph. **If the certificate is not received by Conference Services 15 working days prior to the event, the Conference Office will purchase said insurance on behalf of the client and include the total amount on the invoice.** All delegates are urged to carry insurance on all personal items, since the University will not be held responsible.

Taxes

All rates are based on Canadian dollars and are subject to all applicable taxes. Currently, the following provincial taxes apply: Accommodation and meal plan tax - 5%; all other food tax - 8% and liquor tax - 10%. In addition, a 5% Goods and Service Tax (GST) applies to all services provided.

Non-Canadian Conference Visitors - Tax Refund

The 5% GST is refundable to non-Canadian residents in several circumstances:

- on any accommodation and/or eligible goods over \$100.00,
- when the accommodation is under one month in duration,
- when the goods are purchased for use outside of Canada,
- when the purchaser is not a resident of Canada.

Please consult with your conference representative for further details.

Cancellation Policy

The non-refundable deposit is due upon contract completion.

For the *Accommodation* and *Full-service Packages* the Delegate Fees are non-refundable



The City & Surrounding Area

The City of Guelph

The University is located in the City of Guelph, a lively multicultural community of 90,000 that blends a rich history and friendly city life with nearby scenic countryside. Guelph is an ideal size for short or long-term visits, with the warmth of small town hospitality combined with the cultural life and modern facilities of a larger urban centre.

Only an hour's drive west of Toronto, and 70 km from Pearson International Airport, Guelph and the University are very accessible from destinations worldwide. Toronto is a major "hub" airport serviced by most major international airlines; this allows for competitive ticket pricing. Ground transportation services are available to and from campus, with special rates for groups. Talk to your conference representative for more details.

Downtown Guelph

Within the city of Guelph, there are many interesting venues and activities. Downtown Guelph is a friendly mix of shops and unique restaurants. The Guelph Civic Museum illustrates the story of Guelph from pre-settlement times to present. McCrae House museum is the birthplace of John McCrae, best known for his World War I poem "In Flanders Field". Several different Historical Walking Tours offered by the Guelph Arts Council, can also be arranged.

For outdoor enthusiasts, canoe and paddle boat rentals are available on the Speed and Eramosa rivers, and the city maintains a well developed trail system for joggers and walkers. The Kortright Waterfowl Park is a conservation area nearby with over 90 species of wild birds. The Guelph Lake Conservation Area provides opportunities for swimming, windsurfing, sailing, camping and nature study.

The River Run Centre

A new major performance and conference facility located on the banks of the Speed River in downtown Guelph houses an 800-seat auditorium, a 200-seat theatre/workshop space and a 350-seat banquet/conference reception hall. Visitors will enjoy all types of activities: arts and entertainment, education, business, national and international conventions.

Sleeman Centre

The Sleeman Centre, a brand new multi-purpose entertainment complex across from the River Run Centre, opened its doors in September 2000. With the ability to entertain 5,100 for an ice event or 6,500 for a concert or seminar, the centre is an extremely versatile facility that can accommodate events from VIP receptions to trade shows to formal dinners for 1,500 people.

Hillside Festival - Guelph Lake Island

The annual Hillside on Guelph Lake Island features folk hip-hop, blues, reggae, Celtic, Funk and much, much more in a refreshing non-commercial environment. Experience world-class performers, interactive workshop sessions, a spoken word stage, hand-drumming area, environmental expo, aboriginal circle, children's area, healing arts, women's tent, craft area and international food pavilion. Camping is booked through the GRCA (www.grandriver.ca).

The Guelph Jazz Festival

The Guelph Jazz Festival was founded in 1994 by a small group of friends who shared a love of jazz and a commitment to the community of Guelph. Its artistic director, Dr. Ajay Heble, is a professor in the English department of the University of Guelph.

The Festival is a three-time recipient of the Lieutenant Governor's Award for the Arts (2001, 2000 and 1997) and it has consistently garnered high praise from international critics for presenting "the most compelling and innovative accomplishments in jazz and creative improvised music." It happens the weekend after Labour Day every September.

For more information: www.guelphjazzfestival.com, 519-763-4952

The Region

The location of Guelph in proximity to other centres is well suited to conference day excursions and sightseeing. Within 20 to 90 minutes, a variety of attractions and excursions can be visited in the Niagara region, Toronto, Stratford, and local Mennonite communities.

The Village of St. Jacobs

Only 40 km from Guelph, visitors can be in the heart of the fascinating heritage and locale of the Mennonite community of St. Jacobs. Originally called "Jakobstettel" (little town of many Jacobs') by the Pennsylvania Dutch settlers, this village is the home to many artisans and their studios, among many other interesting attractions. The Farmer's Market is a lively indoor/outdoor food and craft market with over 400 vendors. Customized tours may be arranged to view the Mennonite countryside, visit an Old Order farm, a buggy factory and the oldest covered bridge in Ontario.

The Villages of Elora & Fergus

approximately 15 minutes from Guelph

The picturesque Scottish limestone of these two villages, illustrate the historical aspects of the region. Each has unique festivals during July and August with Fergus hosting the annual Highland Games attracting worldwide visitors while the Elora Music Festival has a growing reputation as a premier choral festival. During the year both villages attract many tourists to their boutiques. The Village of Elora is home to the famous Elora Gorge, an attraction for the young and old.

Stratford

approximately 45 minutes from Guelph

Established in 1953, the Stratford Festival has become a major world theatrical event involving three theatres. Based primarily on productions of the works of William Shakespeare, the festival also incorporates musicals, classic and contemporary dramas in its repertoire. Tours may be arranged for scholastic groups to tour the festival facilities and take part in lectures and workshops with festival staff.

Kitchener/Waterloo/Cambridge

approximately 20-40 minutes from Guelph

The "tri-city" area has many interesting destinations for day trips. Kitchener's SportsWorld and Bingeman Park are two large waterpark and entertainment complexes. African Lion Safari in Cambridge is a drive through wildlife park with over 1500 exotic animals and birds.

Niagara Falls

approximately 80 minutes from Guelph

This world renowned area is host to many attractions including its most famous - Niagara Falls. Besides simply viewing the falls, visitors can cruise to the base of the falls on the Maid of the Mist tour boat, ascend 236 metres up the Skylon Tower for a panoramic view, or see a spectacular film about the falls at Niagara's Imax Theatre, Canada's largest movie screen. Other activities can range from enjoying the beautiful 40 km Niagara Park system, to spending an afternoon at Marineland, a marine park with impressive dolphin, sea lion and whale shows.

Niagara-on-the-Lake

approximately 70 minutes from Guelph

This charming 19th century town overlooking Lake Ontario at the mouth of the Niagara River, is the home of the Shaw Festival, an annual theatre series of plays and musicals by George Bernard Shaw and his contemporaries. Fort George National Historic Park, is a fascinating site to learn about the border conflicts between the United States and (then) Upper Canada. The area surrounding Niagara-on-the-Lake is one of Canada's principle wine growing regions, with many wineries offering tours and tastings.

City of Toronto

approximately 60 minutes from Guelph

As Canada's largest city and cultural and financial centre, Toronto has countless sights and events to enjoy. One of the most multicultural and ethnically diverse cities in North America, Toronto's neighbourhoods provide international eating and shopping experiences! From a historical perspective, Toronto's many museums and heritage sites provide examples of the areas' British colonial past.

Cultural and scientific institutions abound, including the Royal Ontario Museum, the Art Gallery of Ontario and the Ontario Science Centre. Toronto has joined London and New York as the third largest centre in the world for English language dramatic productions with more than 115 professional companies mounting plays, cabaret, opera and dance in the city.

For more lighthearted visiting, the CN Tower - the world's tallest free-standing structure - is a popular destination.

Ontario Place is an entertainment complex on Lake Ontario consisting of islands and futuristic buildings.

The Rogers Centre, with its fully retractable roof, is the home of the city's football and baseball teams.

Around the outskirts of Toronto are also many interesting attractions. The Metro Toronto Zoo, northeast of Toronto, is 710 acres transformed into different outdoor habitats and huge freeform indoor pavilions serving as home for every specie of animal imaginable. Paramount Canada's Wonderland, north of Toronto, is a theme park with over 50 rides and various live shows.



UNIVERSITY OF GUELPH ACCREDITATION STATUS POLICY AND PROCEDURE

The use of University facilities by any external group requires a categorization of its accreditation to the University. There is currently a three tiered system in place to determine the accreditation status and the subsequent level of charges applicable for the use of most University facilities.

The first tier is reserved for internal groups. Included in this group are all recognized academic, administrative departments and registered CSA student organizations of the University of Guelph. These groups are not charged for use of the facilities.

The second tier contains all affiliated groups. Included in this group are all applicants which are educational, academic, cultural, professional or social service in nature, are non-profit and fall within the aims and objectives of the University. This group receives reduced rates on meeting rooms.

The third tier is for external groups. This section is for all groups that do not qualify under the preceding categories. Full fees are administered to these groups for the use of University facilities.

All groups, regardless of affiliation, must adhere to certain University protocols. Meeting room space in areas within the University must be booked in advance through Conference Services. Any group wishing to rent or sell University space to vendors or exhibitors will be charged the full rental rate for the space being utilized. Conference Services must be informed in advance if space is to be used for vendors or exhibitors. The University's Sales and Solicitation Committee will review each request to sell, solicit or post any information to the University community. Forms may be obtained through Conference Services.

For the use of audio visual equipment, installed or movable, the regular University rate for the item(s) will be charged to the affiliated and non-affiliated groups by Conference Services, in accordance with the current schedule of audio visual rates. Arrangements for the use of audio visual equipment must be made with the services of the operator. Equipment released to user groups without the services of a qualified operator will be the responsibility of the sponsoring groups. Any costs for repairs or replacement will be levied at the discretion of Conference Services.

All groups or individuals sponsoring an event on University property at the U of G are required to obtain their food and refreshments from University of Guelph's Hospitality Services.

To make an application for a level of accreditation contact Conference Services, University of Guelph, Guelph, Ontario, N1G 2W1. An application must be completed prior to the granting of any status. Completed applications and supporting documents must be received by Conference Services no later than 30 working days prior to the event.

If accredited status is being sought, the application should specify the aims and objectives of the group which meet those of the University and should provide sufficient evidence that the group and its membership has a bona fide connection with the University. The application must have co-authorization from the sponsoring academic or administrative department. The sponsor must accept responsibility for any outstanding financial liability. The applications will then be forwarded to Conference Services.

Applicants will be notified of their accreditation status within 5 working days of receipt of the application. If there is a query regarding the accreditation assigned, the Conference Manager should be contacted within 5 working days of receipt of the application. If a group wishes to appeal the decision of accreditation, a submission must be made in writing to the Vice President, Finance and Administration, outlining why alternative status should be assigned. This letter is to be submitted to Conference Services within 5 working days. All decisions made by the Vice President, Finance and Administration are final.

CREDIT APPLICATION FOR NON-PROFIT/MEMBER-CONTROLLED GROUPS, ORGANIZATIONS AND ASSOCIATIONS

Name of Organization _____
Address _____
_____ Postal Code _____
Phone _____ Fax _____
Date Established _____ Nature of Group _____
Contact Person/Title _____

BANK REFERENCES

Bank Name _____
Address _____
Account Number _____ Telephone _____
Contact Person _____

TRADE REFERENCES

Company Name	Address	Telephone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

ADDITIONAL INFORMATION REQUIRED

A. List Funding Sources (ie. government, membership fees/dues, etc.)

B. List Board of Directors (including name, executive position, complete address and telephone number)

The undersigned consents to the obtaining of information pertaining to the credit hereby applied for or any renewal or extension thereof and further authorizes the right of offset against any accounts due. This application was approved by the board of directors at their meeting of _____ (date).

The University of Guelph credit terms are net 30 days with a service charge of 1.5% per month (18% per annum) on overdue accounts.

Signature of Applicant _____ Print Name _____

University of Guelph Credit Authorized by _____ Date _____

APPLICATION FOR AFFILIATION TO THE UNIVERSITY OF GUELPH FOR THE USE OF UNIVERSITY FACILITIES

Whenever the University's space and/or facilities are not required for academic, athletic, or other official activities, the University is prepared to make such space and facilities available at the appropriate rates to affiliated and external organizations. Affiliation will result in a reduction of meeting room rates and will depend upon the University's assessment of the data provided on this form. Generally speaking, affiliation is likely to be granted if an organization and its membership have a bona fide connection the University and if they fulfill the following requirements:

- a) meet the aims and objectives of the University,
- b) are educational, academic, cultural, professional or social service in nature,
- c) are non-profit and
- d) have written support and sponsorship from a University of Guelph department or unit willing to accept responsibility for any outstanding financial liability of the group.

1. Name of Group, Society or Association _____

2. Describe your relationship to the University _____

3. Particulars of Principal Officer

Name _____

Address _____

_____ Postal Code _____

Telephone Number _____ University of Guelph Faculty Staff Student

4. Sponsorship

Name of Department _____

Department Representative (and Extension) _____

State Affiliation _____

Does your department accept full responsibility for any outstanding financial liability of the group?

If yes, signature: _____

5. Check one of the following:

- Membership entirely from the University Community
- Membership predominantly from the University Community
- Minor membership from the University Community
- No membership from the University Community

6. What is the size of your membership? _____

7. State the objectives of your organization _____

8. Is your organization registered as a charitable organization? _____

9. Is your organization affiliated with any national or internal bodies and if so state the name of the affiliations:

10. Does your organization exclude from its membership or attendance at events under your direct or indirect sponsorship, anyone by reason of race, creed, colour, religion, or place of origin?

If yes explain: _____

11. Does your organization issue financial statements? _____

12. Are you expecting to make a profit through the use of University Facilities? _____

Remarks: _____

Signature of Officer of Group, Society or Association _____

Signature of Co-sponsoring Department _____

Date _____ Telephone number _____

A letter of support from a co-sponsoring department of the University must accompany this application. Please send completed application, along with relevant financial statements and the letter of support to:

Conference Services, Hospitality Services, Room 432- University Center, University of Guelph, Guelph, Ontario, N1G 2W1