

# WORKSHOP HOSTING PACKAGE

We are pleased to offer your organization the opportunity to host a workshop that highlights your expertise and provides a valuable experience for participants.

**Workshop Date:** October 28th, 2024

**Location:** BMO Centre, Calgary, AB

**Hosting Package Support Includes:**

- **Pre-Event Support:** Assistance with planning and logistics to ensure a smooth workshop experience.
- **On-the-Day Support:** Technical support to address any issues that may arise during the workshop.



The following workshop packages includes:

- Room setup
- Projector/Screen
- Podium
- Water Station for guests
- High-speed wired internet access for uninterrupted presentations.  
**Note: This is for 1 device only; terms and conditions apply.**  
*\*laptop not included*

Workshop Room Availability	Cost
<b>1) ROOM 233 – BMO CENTRE</b> <b>Details:</b> 858 sq. ft., accommodates 33 people in classroom style	AM Session: \$1,487.00 <sup>+GST</sup> PM Session: \$1,487.00 <sup>+GST</sup>
<b>2) ROOM 208 - BMO CENTRE</b> <b>Details:</b> 1,032 sq. ft., accommodates 42 people in classroom style	AM Session: \$1,603.00 <sup>+GST</sup> PM Session: \$1,603.00 <sup>+GST</sup>
<b>3) Room 205 - BMO CENTRE</b> <b>Details:</b> 1,405 sq. ft., accommodates 57 people in classroom style	AM Session: \$1,723.50 <sup>+GST</sup> PM Session: \$1,723.50 <sup>+GST</sup>

Optional Internet	
<b>Optional Add-On: Enhanced Internet Access for Attendees</b> Complimentary venue internet is available upon arrival for browsing and email purposes. <i>Note: Internet speed is not guaranteed.</i>	\$115.50/device
Online Hybrid Options	
<b>Hybrid Package (self-monitored)</b> <i>Included you have a microphone, speakers</i> <b>**you are expected to bring your own computer with a webcam and built-in microphone</b>	\$520/half day or \$1,040/full day (plus taxes and fees)
<b>Hybrid Package (tech supported)</b> <i>Included you have a projector, screen, microphone, speakers, video equipment, stream capture, webcast technician, enhanced audio capturing, computer and related support)</i>	\$4,190 (plus taxes and fees)

# WORKSHOP HOSTING FORM



## Select Your Package:

- Workshop Package, Room 233, AM Session - \$1,487.00 + GST
- Workshop Package, Room 233, PM Session - \$1,487.00 + GST
- Workshop Package, Room 208, AM Session - \$1,603.00 + GST
- Workshop Package, Room 208, PM Session - \$1,603.00 + GST
- Workshop Package, Room 205, AM Session - \$1,723.50 + GST
- Workshop Package, Room 205, PM Session - \$1,723.50 + GST

Optional Add-On: Enhanced Internet Access for Attendees - \$115.50/device + GST

Number of devices:

Optional Add-On: Hybrid Package (self-monitored) half day- \$520 + taxes and fees

Optional Add-On: Hybrid Package (self-monitored) full day- \$1,040 + taxes and fees

Optional Add-On: Enhanced Internet Access for Attendees - \$4,120 + taxes and fees

## Company Details

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Name:

Company name:

Street:

City:

Province or State:

Postal or ZIP Code:

Country:

Email Address:

Telephone:

Website URL:

HST/VAT/ID number:

Canadian:

Non-Canadian:

## Billing Address (if different)

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Name:

Company name:

Street:

City:

Province or State:

Postal or ZIP Code:

Country:

## Contact Person

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First Name:

Last Name:

Job Title:

Email Address:

Telephone:

## Alternative Contact

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First Name:

Last Name:

Email Address:

Telephone:

Please submit the completed form to Jonathan Murphy at [JonathanMurphy@gogeo.ca](mailto:JonathanMurphy@gogeo.ca)

# WORKSHOP HOSTING FORM



## Payment Information

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### Deposit and Payment Schedule

- **Upon Signature:** 100% of cost is due with the payment form
- Your workshop is confirmed only by full payment or deposit.  
If installments are needed, please contact Jonathan Murphy at [JonathanMurphy@gogeo.ca](mailto:JonathanMurphy@gogeo.ca)

Initial here:

**Cancellation Penalties:** Before Aug 31<sup>st</sup>, 2024 - 50% refund, after Aug 31<sup>st</sup>, 2024 - no refund.

Initial here:

**Failure to respect payment terms will result in a late penalty fee of 2% per month and does not release the contracted or financial obligation of the purchaser. Late penalty fees begin 30 days from invoicing.**

Initial here:

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### Payment Methods

1. Direct deposit      2. Credit Card      3. Canadian INTERAC e-Transfer

Direct Deposit can be organized for you by contacting Jonathan Murphy at [JonathanMurphy@gogeo.ca](mailto:JonathanMurphy@gogeo.ca)

If you pay via credit card there will be a 2.4% processing fee added to your invoice.

Taxes are extra.

Initial here:

The purchaser agrees to receive all written and electronic correspondence from GoGeomatics Canada and official event contractors in reference to the Expo and future GoGeomatics Canada events. This workshop application will become a contract upon the purchaser's authorized signature and the GoGeomatics Canada's acceptance and approval.

Signature: \_\_\_\_\_

Date:

Printed Name:

Please submit the completed form to Jonathan Murphy at [JonathanMurphy@gogeo.ca](mailto:JonathanMurphy@gogeo.ca)