

# Exhibition Information

**40th Annual Conference, May 15-18, 2011 at the Westin Ottawa**

Dear potential exhibitor,

The Canadian Association of University Research Administrators (CAURA) would like to invite your company to participate in our 40 year celebration in 2011!

CAURA is a national voice for research administrators in Canada. Distinct from other national organizations, CAURA'S strength is in its diversity and comprehensive approach to research administration.

The Annual National Conference gathers each year over 400 research administrators from across Canada. Conference workshops and sessions focus on all facets of research administration both within Canada and internationally.

The exhibition will take place on Monday May 16th and Tuesday May 17<sup>th</sup> at the Westin Ottawa and will provide a unique opportunity to interact with research administrators.

If you would like to join us as an exhibitor, please complete the Exhibitor Registration Form and send it back at your earliest convenience. The required coordinates are indicated on the form.





# Formulaire d'inscription des exposants

40<sup>e</sup> Conférence, du 15 au 18 mai 2011, Westin Ottawa, Ottawa

## Exhibitor Registration Form

40<sup>th</sup> Conference, May 15-18, 2011, Westin Ottawa, Ottawa



Compagnie/Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Courriel/E-mail : \_\_\_\_\_

Adresse/Address: \_\_\_\_\_

Ville/City: \_\_\_\_\_ Province/State : \_\_\_\_\_ Code postal/Postal code: \_\_\_\_\_

Tel:(\_\_\_\_) \_\_\_\_\_ Télécopieur/ Fax: (\_\_\_\_) \_\_\_\_\_

L'exposition aura lieu les 16 et 17 mai 2011. Dix-sept emplacements sont disponibles et alloués sur une base de premier arrivé premier servi. Le montant total doit être payé au plus tard le 15 avril 2011. Les frais de conférence sont en sus.

*The exhibition will take place on May 16<sup>th</sup>-17<sup>th</sup>, 2011. Space is available for 17 exhibitors and these will be allocated on a first come first serve basis. The fees are due on April 15, 2011 at the latest. The cost does not include conference fees.*

**Kiosque/Booth                      \$850.00 + TVH/HST (13%) : \$960.50**

**incluant électricité, 1 table et 2 chaises , 1 accès Internet ainsi que le petit déjeuner et le déjeuner pour 2 personnes pour le lundi et le mardi.**

***includes electricity, single table and chairs, 1 Internet connection and breakfast and lunch for 2 people on Monday and Tuesday.***

**Emplacement/ Location : 1<sup>er</sup> choix/1st choice : \_\_\_\_\_ 2<sup>e</sup> choix/2<sup>nd</sup> choice : \_\_\_\_\_**

**Mode de paiement : Chèque payable à ACARU - JPdL Québec  
Method of payment : Cheque payable to CAURA - JPdL Québec**

### **ANNULATION / CANCELLATION :**

Toute demande d'annulation doit parvenir par écrit à **Andrée Asselin. (Fax : 418-692-5587 ou caura-acaru@jpd.com).**  
Si votre demande est transmise avant le 15 avril 2011, le paiement sera remboursé moins des frais d'administration de \$100 (taxes en sus). Si la demande d'annulation est transmise après le 15 avril 2011, les frais ne seront pas remboursés.

*Notification of cancellation should be sent in writing to **Andrée Asselin (Fax: 418-692-5587 or caura-acaru@jpd.com).**  
Notification should be provided before April 15<sup>th</sup>, 2011 in order to receive full reimbursement less a \$100 administrative fee (plus taxes). If notification is received after April 15<sup>th</sup>, 2011, the payment will not be reimbursed.*

**Svp retournez le formulaire avec votre chèque à : / Please return form and cheque to:**

**ACARU / CAURA**

**JPdL Québec**

**51, rue d'Auteuil**

**Québec (Québec)**

**G1R 4C2**

**Fax: 418 692-5587 / courriel-email: caura-acaru@jpd.com**

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

**Date : \_\_\_\_\_**

# Plan de l'exposition

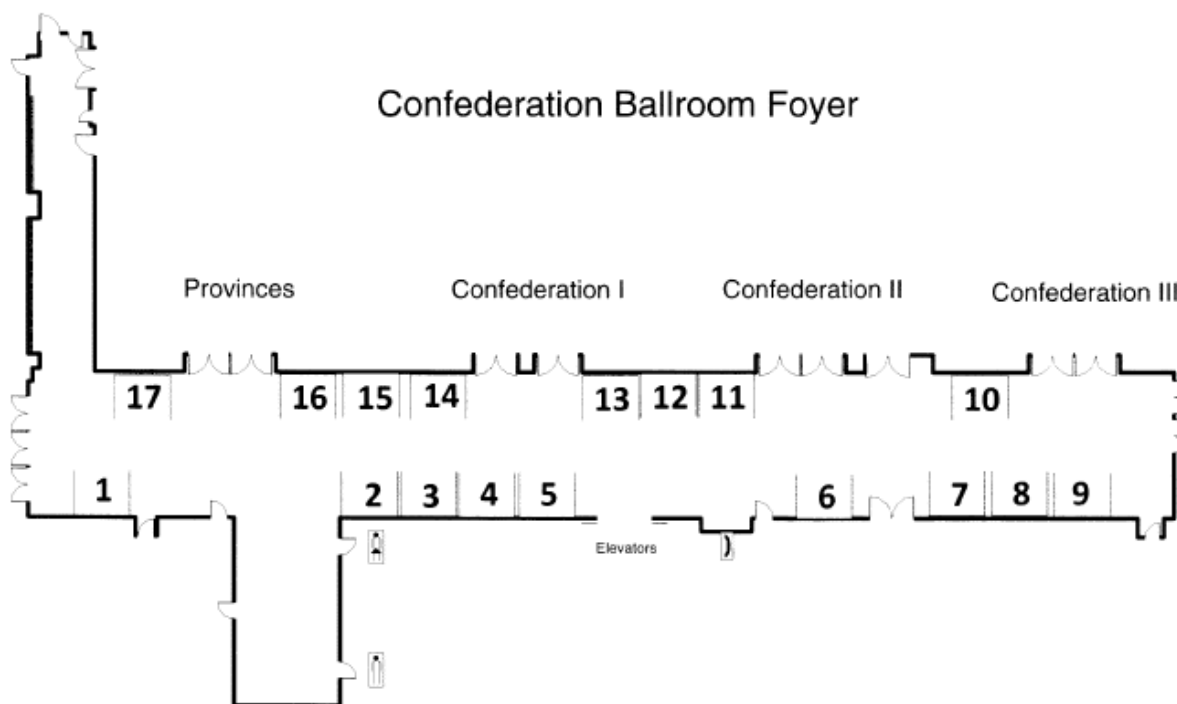
40<sup>e</sup> Conférence de l'ACARU, du 15 au 18 mai 2011, Westin Ottawa

## *Floor Plan*

*40<sup>th</sup> Conference of CAURA, May 15-18, 2011, Westin Ottawa*

*Veillez choisir deux emplacements (#1 à 17) du plan ci-dessous et indiquer les numéros choisis sur le formulaire d'inscription.*

Please choose the preferred locations (#1 to 17) shown on the floor plan below, and indicate your choices on the registration form.



**Confederation I: Sessions**

**Confederation II - III: Meals - Repas**

Booth already reserved / Kiosque déjà réservé