



Hospitality Concordia
 Concordia University
 GM 400, 1455 de Maisonneuve Ouest
 Montreal QC H3G 1M8
 Canada
 Phone: (514) 848-2424 / Fax:(514) 848-2805

Preliminary Quote

Group

SARIK, STEPHANIE
 OFFICE OF THE DEPUTY PROVOST-
 FINANCIAL AID AND AWA
 S-GM .220

Reservation: 1563135

Event Name: AQRAFE
 Status: Planning Level 1
 Phone: 3215
 Email Address: stephanie.sarik@concordia.ca
 Event Coordinator: Bourcier, Dominique

Bookings / Details

Quantity

Price

Amount

Budget Code is required. Student groups, enter TBC Allocation
 UST025707EV 100%

November 21, 2019

9:30 AM - 5:00 PM AQRAFE- Workshops # 1 (Planning Level 1) MB 9 A (Conference Room)

Reserved: 7:30 AM - 6:00 PM

Workshop for 30

FM Cleaning and Setup Charges:

Conference Room

3

\$120.00

\$360.00

Includes rooms:

A

D

EFG combined

Internet Service:

11 to 50 participants

1

\$40.00

\$40.00

WIFI access code is: WAC-AQRAFE

IT Services:

RF-MB 9 Conference Centres: Standard

2

\$60.00

\$120.00

Standard equipment in this space includes: a projector, a computer and a screen. There is a mandatory technician required for a minimum of 3 hours in addition to the equipment rate.

IITS rates are outlined based on the event classification . Please visit here

<<http://www.concordia.ca/it/services/av-equipment-rental.html>> to get more information.

Virtual Meeting License (only)

2

\$75.00

\$150.00

Pro License ZOOM: ISSUE=44685 (November 21, MB9- Room D) and ISSUE=446851 (November 21, MB9- Room A).

Nov 21: Room A D

Single Technician Labour (min. 3 hrs) / \$

9

\$35.00

\$315.00

8:30 am to 5:00 pm

There is a minimum of 3 hours to request a technician. If you would like to have the Technician remain onsite for the duration of the event (longer than three hours) simply indicate the total number of hours required. Each additional hour will be charged.

IITS Prices are subject to change based on the event classification of either core or non-core. Please visit here

<<http://www.concordia.ca/it/services/av-equipment-rental.html>> to get more information.

Microphone - wireless / \$

6

\$15.00

\$90.00

Less 100% Discount

-\$90.00

3 in each room A & D(1 podium, 1 LC for presenter, 1 audience)

Computer Guest Account	2		
<i>Room A & D needs an access account for the laptop.</i>			
<i>Credentials TBC</i>			
Logitech Camera (daily rental)	1	\$35.00	\$35.00
<i>in the room with most guests speakers (Please confirm)</i>			

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VIP	1		
Food at Event:			
Pekarna Pâtisserie-Café	1		
<i>Atosa tangestanifar contacted catering company for a quote</i>			
Minors at Events:			
No minors will be present at the event.	1		

9:30 AM - 5:00 PM AQRAFE- Workshop # 2 (Planning Level 1) MB 9 D (Conference Room)

Reserved: 7:30 AM - 6:00 PM
Workshop for 30

9:30 AM - 5:00 PM AQRAFE-Lunch (Planning Level 1) MB 9 F (Conference Room)

Reserved: 7:30 AM - 6:00 PM
Banquet/Dining for 50
Food at Event:

Pekarna Pâtisserie-Café	1		
<i>Atosa tangestanifar contacted catering company for a quote</i>			

9:30 AM - 5:00 PM AQRAFE Registration & Coffee Breaks (Planning Level 1) MB 9 Lobby (Open Lounge)

Reserved: 7:30 AM - 6:00 PM
Registration for 50

12:00 PM - 1:15 PM AQRAFE-Lunch (Planning Level 1) MB 9 EG (Conference Room)

Reserved: 8:00 AM - 2:30 PM
Banquet/Dining for 50

	Subtotal	\$1,020.00
	Internal Rebated GST (1.65%)	
	Internal Rebated QST (5.29%)	
	Grand Total	\$1,020.00