

**De :** [Atosa Tangestanifar](#)  
**À :** [Martel, Yan](#)  
**Objet :** RE: More informations about AQRAFE event  
**Date :** 18 novembre 2019 10:14:55  
**Pièces jointes :** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)

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Hi Yan,

Hope you had a great weekend!

Thanks for approving the quote. Here is the info for the virtual conference in Room A on November 21 and the Annual General Meeting in MB5.265 on November 22:

*Topic: AQRAFE- 21 novembre\_MB-9\_Salle A*  
*Time: Nov 21, 2019 09:00 AM Eastern Time (US and Canada)*  
*Join Zoom Meeting*  
*<https://concordia-ca.zoom.us/j/401870363>*  
*Meeting ID: 401 870 363*

*Topic: AQRAFE- 22 Novembre\_Assemblée générale annuelle\_MB5.265*  
*Time: Nov 22, 2019 08:30 AM Eastern Time (US and Canada)*  
*Join Zoom Meeting*  
*<https://concordia-ca.zoom.us/j/368950297>*  
*Meeting ID: 368 950 297*

Did you hear back from Marie-Claude re: her car brand and color?

Best,

Atosa

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**From:** Martel, Yan [mailto:[Yan.Martel@uqtr.ca](mailto:Yan.Martel@uqtr.ca)]  
**Sent:** November-18-19 9:40 AM  
**To:** Atosa Tangestanifar <[Atosa.Tangestanifar@concordia.ca](mailto:Atosa.Tangestanifar@concordia.ca)>  
**Subject:** RE: More informations about AQRAFE event

Good morning Atosa.

The executive approve the two quotes.

When you'll be able to, can you send me the mail link for our two members who will follow us in

virtual meeting please?

Thank you. Have a good day!



**Yan Martel | Conseiller en aide financière**  
**Services aux étudiants | Université du Québec à Trois-Rivières**

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Albert-Tessier

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**De :** Atosa Tangestanifar <[Atosa.Tangestanifar@concordia.ca](mailto:Atosa.Tangestanifar@concordia.ca)>

**Envoyé :** 15 novembre 2019 16:18

**À :** Martel, Yan <[Yan.Martel@uqtr.ca](mailto:Yan.Martel@uqtr.ca)>

**Objet :** RE: More informations about AQRAFE event

Hi Yan,

Please review the attached two quotes and let me know if they are approved.

Best,

Atosa

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**From:** Martel, Yan [<mailto:Yan.Martel@uqtr.ca>]

**Sent:** November-15-19 1:54 PM

**To:** Atosa Tangestanifar <[Atosa.Tangestanifar@concordia.ca](mailto:Atosa.Tangestanifar@concordia.ca)>

**Subject:** RE: More informations about AQRAFE event

Hello again!

No, we stick to 30. For now, we are 28 for november 22nd. If your two teammates want to join us for our AGM, they're welcome!

Thanks!

**Yan Martel | Conseiller en aide financière**  
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**De :** Atosa Tangestanifar <[Atosa.Tangestanifar@concordia.ca](mailto:Atosa.Tangestanifar@concordia.ca)>

**Envoyé :** 15 novembre 2019 13:48

**À :** Martel, Yan <[Yan.Martel@uqtr.ca](mailto:Yan.Martel@uqtr.ca)>

**Objet :** RE: More informations about AQRAFE event

**Importance :** Haute

Hi Yan,

No problem.. I will ask the cater to put the order back to the original number. 50 on November 21 ... For November 22, do we go back to 40 or do we stick to 30? And if we keep the original quote (50 on nov. 21 and 40 on Nov. 22), is the original quote approved?

Best,

Atosa

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**From:** Martel, Yan [<mailto:Yan.Martel@uqtr.ca>]

**Sent:** November-15-19 1:10 PM

**To:** Atosa Tangestanifar <[Atosa.Tangestanifar@concordia.ca](mailto:Atosa.Tangestanifar@concordia.ca)>

**Subject:** RE: More informations about AQRAFE event

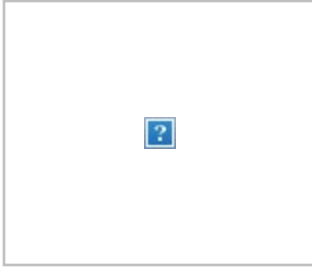
Hello Atosa.

You will find in attach the last file of the inscription form. I'm waiting for an answer from Marie-Claude for his car brand and colour.

For now, we are a little bit over 40 for november 21st (with our presenters but without you teo teamates). I don't think is too late for them to register until the cater can adjust the number of people for november 21st (arrivals, lunch and snack). If it's possible to adjust it back to 50 personn (wish he won't go crazy with all our demands...!!!), no problem to add them.

Do you need more informations for now?

Thank you again for your disponibility and your patience. Have a good weekend!



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**De :** Atosa Tangestanifar <[Atosa.Tangestanifar@concordia.ca](mailto:Atosa.Tangestanifar@concordia.ca)>

**Envoyé :** 15 novembre 2019 11:52

**À :** Martel, Yan <[Yan.Martel@uqtr.ca](mailto:Yan.Martel@uqtr.ca)>

**Objet :** RE: More informations about AQRAFE event

**Importance :** Haute

Hi Yan,

Is it too late to register two of our staff for AQRAFE membership? They will become member so they can attend one of the workshops.

Thanks and please let me know.

Atosa

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**From:** Martel, Yan [<mailto:Yan.Martel@uqtr.ca>]

**Sent:** November-13-19 2:39 PM

**To:** Atosa Tangestanifar <[Atosa.Tangestanifar@concordia.ca](mailto:Atosa.Tangestanifar@concordia.ca)>

**Subject:** RE: More informations about AQRAFE event

Probably for Tanya from the ACEF, maybe one or not for the AFE people.

I'll get the information as quick as possible 😊

Thanks!



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**De :** Atosa Tangestanifar <[Atosa.Tangestanifar@concordia.ca](mailto:Atosa.Tangestanifar@concordia.ca)>

**Envoyé :** 13 novembre 2019 14:28

**À :** Martel, Yan <[Yan.Martel@uqtr.ca](mailto:Yan.Martel@uqtr.ca)>

**Objet :** RE: More informations about AQRAFE event

**Importance :** Haute

Hi Yan,

I sent your request to the cater and asked them to modify the quote. I will send it to you as soon as I get it.

Thanks for sending me the list. For the parking, how about your presenters? Do they need parking as well?

Best,

Atosa

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**From:** Martel, Yan [<mailto:Yan.Martel@uqtr.ca>]

**Sent:** November-13-19 2:19 PM

**To:** Atosa Tangestanifar <[Atosa.Tangestanifar@concordia.ca](mailto:Atosa.Tangestanifar@concordia.ca)>

**Subject:** RE: More informations about AQRAFE event

Hello Atosa.

Sorry for the delay, i want to be sure that the other members of the executive are ok with the final quote.

For now, we expect around 40 peoples for november 21st and 30 for november 22nd.

Can you confirm that number to the cater to get the final meal quote?

You will find in attach the restriction for the members who finalize their inscription.

Two members ask for the virtual meeting, we will ask them to choose the same workshop for november 21st.

Thanks again for everything and sorry again about the delay.

Have a good day!

**Yan Martel | Conseiller en aide financière**



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**De :** Atosa Tangestanifar <[Atosa.Tangestanifar@concordia.ca](mailto:Atosa.Tangestanifar@concordia.ca)>

**Envoyé :** 13 novembre 2019 11:54

**À :** Martel, Yan <[Yan.Martel@uqtr.ca](mailto:Yan.Martel@uqtr.ca)>

**Objet :** FW: More informations about AQRAFE event

**Importance :** Haute

Hi Yan,

The cater is asking if you have approved the meal quote. Can they go ahead and finalize the order?

Best,

Atosa

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**From:** Atosa Tangestanifar

**Sent:** November-12-19 12:07 PM

**To:** 'Martel, Yan' <[Yan.Martel@uqtr.ca](mailto:Yan.Martel@uqtr.ca)>

**Subject:** RE: More informations about AQRAFE event

**Importance:** High

Hello Yan,

I will check for the IT technician presence and get back to you. I will meet him this afternoon.

Please find attached the estimation from cater for November 21 and 22 and please confirm if all is good.

Best,

Atosa

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**From:** Martel, Yan [<mailto:Yan.Martel@uqtr.ca>]

**Sent:** November-12-19 10:05 AM

**To:** Atosa Tangestanifar <[Atosa.Tangestanifar@concordia.ca](mailto:Atosa.Tangestanifar@concordia.ca)>

**Subject:** RE: More informations about AQRAFE event

Good morning Atosa.

Some people from other university ask us the same question last year about the participation to our event.

We decide to open it only to our members to be fair with the ones who pay, and it's a way to get a little bit more membership to our association.

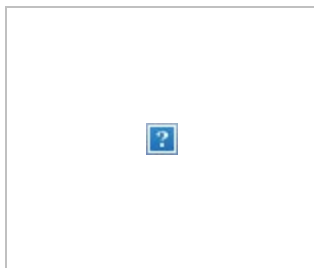
We will probably offer a formation, conference or workshop during spring 2020, like we did last year at UQTR-Drummondville campus. If some of your teammates would like to participate at our annual meeting and the other formation, it's not really expensive at 50\$... 😊

I've send to my executive teammates the preliminary quote you give to me and they've got a question about the IT technician : does he have to be with us all the day? Can he be there only for the beginning of each workshops?

For now, we didn't receive demand for virtual meeting. All the people who send the inscription form will be present. So, maybe we won't need the IT for our event.

I'll confirm you more information during the week. Thanks again for everything.

Have a good day, let it snow... 😊



**Yan Martel | Conseiller en aide financière**

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**De :** Atosa Tangestanifar <[Atosa.Tangestanifar@concordia.ca](mailto:Atosa.Tangestanifar@concordia.ca)>

**Envoyé :** 11 novembre 2019 10:26

**À :** Martel, Yan <[Yan.Martel@uqtr.ca](mailto:Yan.Martel@uqtr.ca)>

**Objet :** RE: More informations about AQRAFE event

Hello Yan,

Hope you had a great weekend.

I will mention the snack to the cater. When the registration is over please let me know the list of food allergies and parking requests, if any.

Also, can I ask you how many people on our side can attend? Our staff in the Financial Aid and Awards Office are interested in participating. Some are AQRAFE members and some are not. Can non-members attend as well?

Best,

Atosa

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**From:** Martel, Yan [<mailto:Yan.Martel@uqtr.ca>]  
**Sent:** November-11-19 10:03 AM  
**To:** Atosa Tangestanifar <[Atosa.Tangestanifar@concordia.ca](mailto:Atosa.Tangestanifar@concordia.ca)>  
**Subject:** RE: More informations about AQRAFE event

Hello Atosa.

Thank you for all the informations.

Everything look perfect for me. I will ask the executive to look at this to be sure I didn't forget something.

Francis ask me to add a little snack November 21st in the afternoon to be sure that our members will be able to get to the 5@7 alive... 😊

Is it possible to aske your food provider to add a little something? What are the differents options?

Thanks again. Have a good day!



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Albert-Tessier

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**De :** Atosa Tangestanifar <[Atosa.Tangestanifar@concordia.ca](mailto:Atosa.Tangestanifar@concordia.ca)>  
**Envoyé :** 8 novembre 2019 15:36  
**À :** Martel, Yan <[Yan.Martel@uqtr.ca](mailto:Yan.Martel@uqtr.ca)>  
**Objet :** RE: More informations about AQRAFE event  
**Importance :** Haute



Rebonjour Yan,

Voici une estimation du coût pour les salles. Je suis toujours en attente de l'estimation de traiteur pour le repas.

Dans l'estimation initiale, les tables à manger étaient également rondes. Je leur ai donc demandé de les remplacer par des tables rectangulaires. Alors maintenant toutes les tables, dans les ateliers et dans la zone de repas, sont rectangulaires.

J'ai également joint un plan d'étage conçu pour la conférence de l'AQRAFE.

Peux-tu examiner stp le plan d'étage aussi que l'estimation et laisse-moi savoir si tu souhaites que je les modifie.

Merci !

Atosa

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**From:** Martel, Yan [<mailto:Yan.Martel@uqtr.ca>]  
**Sent:** November-08-19 11:52 AM  
**To:** Atosa Tangestanifar <[Atosa.Tangestanifar@concordia.ca](mailto:Atosa.Tangestanifar@concordia.ca)>  
**Subject:** RE: More informations about AQRAFE event

Hi Atosa.

I return to you the compliment, your french is perfect 😊

If it's 15\$/table, we will go with the rectangle tables. We'll keep the money for the meals and a little drink for the members on the 5@7!

I'll wait for the estimation from your food provider.

Thanks again for everything!

**Yan Martel | Conseiller en aide financière**  
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Albert-Tessier



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**De :** Atosa Tangestanifar <[Atosa.Tangestanifar@concordia.ca](mailto:Atosa.Tangestanifar@concordia.ca)>

**Envoyé :** 8 novembre 2019 11:42

**À :** Martel, Yan <[Yan.Martel@uqtr.ca](mailto:Yan.Martel@uqtr.ca)>

**Objet :** RE: More informations about AQRAFE event

Hi Yan,

Honestly, your English is very good.. It's me who is always scared of writing in French.  
Ok.. Let me practice it with you ☺

Le coût de 15\$ est pour chaque table. On aura presque 6 tables dans chaque salle avec 5 chaises . Est-ce que ça vous va?

J'ai demandé une estimation de coût pour tous les setups et aussi pour le repas. Je vais te l'envoyer dès que je le reçois.

Thanks alot!

Atosa

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**From:** Martel, Yan [<mailto:Yan.Martel@uqtr.ca>]

**Sent:** November-08-19 11:18 AM

**To:** Atosa Tangestanifar <[Atosa.Tangestanifar@concordia.ca](mailto:Atosa.Tangestanifar@concordia.ca)>

**Subject:** RE: More informations about AQRAFE event

Hello Atosa.

I realise that my english isn't weel it thought first, I misunderstood a couple of things in your first mail. I'll try to do better now... ☺

Actually, all the presenter will be with us on november 21st and 22nd at Concordia University. They will bring their presentation on USB key like you ask.

For now, we know that there will be at least one presenter for each workshop. But, it's possible they will be two for some. I'll send you the exact number when we'll have the confirmation from the people of AFE-Quebec.

For the AGM on November 22nd, Francis will be the one who will present the most but some other member from the executive will probably take the microphone too. It will probably be easy for your IITS to set a normal microphone.

Sorry again for all my confusion. I've got a question for you : when you say that's 15\$/workshop for the round tables, is it for each table of all the room?

Thanks a lot again. Have a good weekend too!



**Yan Martel | Conseiller en aide financière**  
**Services aux étudiants | Université du Québec à Trois-Rivières**

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Albert-Tessier

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**De :** Atosa Tangestanifar <[Atosa.Tangestanifar@concordia.ca](mailto:Atosa.Tangestanifar@concordia.ca)>

**Envoyé :** 8 novembre 2019 11:04

**À :** Martel, Yan <[Yan.Martel@uqtr.ca](mailto:Yan.Martel@uqtr.ca)>

**Objet :** RE: More informations about AQRAFE event

**Importance :** Haute

Hi Yan,

Hope your week has been great so far. The weekend is here!

I am working with IITS for setting up the videoconference for workshops. I need more information on this:

Is there any presenter who presents from outside? **Yes, three of them**

Do you mean there are three presenters on Nov. 21 and 22 who won't be physically present in Concordia and they will do their presentations remotely ?

Thanks and please let me know.

Best,

Atosa

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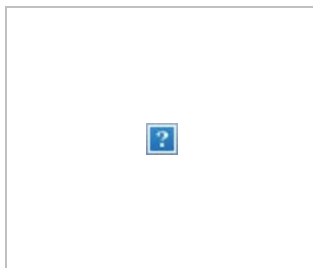
**From:** Martel, Yan [<mailto:Yan.Martel@uqtr.ca>]  
**Sent:** November-05-19 2:22 PM  
**To:** Atosa Tangestanifar <[Atosa.Tangestanifar@concordia.ca](mailto:Atosa.Tangestanifar@concordia.ca)>  
**Subject:** RE: More informations about AQRAFE event

Hello Atosa.

You will find my answer and commentaries under yours in red.

Thanks a lot for everything again. We keep in touch for all the confirmations.

Have a good day!



**Yan Martel | Conseiller en aide financière**  
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Albert-Tessier

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**De :** Atosa Tangestanifar <[Atosa.Tangestanifar@concordia.ca](mailto:Atosa.Tangestanifar@concordia.ca)>  
**Envoyé :** 5 novembre 2019 12:52  
**À :** Martel, Yan <[Yan.Martel@uqtr.ca](mailto:Yan.Martel@uqtr.ca)>  
**Objet :** RE: More informations about AQRAFE event  
**Importance :** Haute

Hello Yan,

I had my meeting with our event coordinator and IITS consultant yesterday afternoon.  
Here are the updates and also my new questions:

- 1- If you look at the plan, in the lounge area, there is a built-in long table. We can use that table for registration and just next to it, there is a large space that we can use for breakfast, coffee and breaks. **Perfect!**
- 2- In the plan, the area E, F and G can be converted to an open space for lunch. The meal will be set on the right side of the E area and in the whole E, F and G area round tables and chairs will be provided. In this area, there is a big screen. So this

whole area can be also used for those parts of event when the whole group needs to get together. Let's say the welcome remarks before the workshops or thank you speech after workshops are over can be done in this area.

Questions:

- Does this type of arrangement work with your plan? **Absolutely!**

- 3- In your email below you mentioned that you needed two classrooms for workshops all day. How about rooms A and D? Both rooms can accommodate up to 50 people with round tables (round tables with 6 chairs around them) or 40 people with rectangular tables (rectangle tables with two chairs behind each one). There is a cost for providing round tables in workshops though. It is \$15.

Question:

- Does this work? Do you prefer round tables or rectangular tables? **I think round tables are the best choice because some of the workshop need some exchanges between the members.**

- 4- I presume that all the presenters will present during the workshop in Concordia. We require the presenters to have their PowerPoint presentation saved on a USB key. The presenters can't use their own laptop/iPad/Notebook to present, and this is due to the possibility of using Zoom visio conference for those attendees who attend the workshops virtually via video conference.

Question:

- Is there any presenter who presents from outside? **Yes, three of them**
- During one workshop, will you have a group of presenters who present at the same time (panel presentation) or the presenters will present one by one? This determines the type of microphone that we will use for Zoom visio conference. **Maybe, we're not sure about the number of people AFE-Quebec will send in Montreal for the event. Let's say for now that one of the conference is with only one presenters and the other one is with two.**

- 5- All the attendees who attend via visio conference need to have a headset with microphone if they want to see the workshops and speak to other attendees. Without a microphone, they can only see/listen to the workshops. **We will give this information in the invitation form**

- 6- I need to know the schedule of the event on November 21 and 22 as soon as possible (and the schedule of workshops, their start and end time.) I will prepare a zoom account for both days so the virtual attendees can connect to Zoom on each day and to each workshop.

**November 21<sup>st</sup> schedule:**

- 9h30-10h00 Welcome, registration and coffee in lobby
- 10h00-12h00 Workshops in rooms A and D
- 12h00-13h15 Lunch and social network in room EFG
- 13h15-15h15 Workshops in rooms A and D
- 15h15-15h30 Break in lobby
- 15h30-16h30 Workshops in rooms A and D
- 16h30 Social network 5@7 in a bar around Concordia University

November 22<sup>nd</sup> schedule:

- 8h30-9h00 Welcome and coffee in lobby
- 9h00-12h00 Annual general meeting in room A or D

7- I will start ordering the food as per item 2 of your email below. Please be advised that our approved cater doesn't have a nut-free kitchen. They will do their best to provide nut-free food for people with allergies however the kitchen is not nut-free completely. Please mention this important matter to all the AQRAFE attendees. **We will add this information in the invitation form**

Question:

- Do you necessarily want lunch boxes? Are food platters served on tables OK? **Food platters are ok, no problem with that!**
- Do you need to have coffee and tea during the day on November 21 as well? You mentioned only in the morning. **Yes, for the lunch with other drinks (water, juice) and during the brake in afternoon too.**

8- I confirm that the location of the meeting on November 21 is MB-9 and on November 22 it is MB 5.265. Both are located at the John Molson School of Business, 1450 rue Guy, Montreal H3H 0A1. **Perfect, thanks!**

That's it for now ☺

Have a great day!

Atosa

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**From:** Martel, Yan [<mailto:Yan.Martel@uqtr.ca>]

**Sent:** November-05-19 10:16 AM

**To:** Atosa Tangestanifar <[Atosa.Tangestanifar@concordia.ca](mailto:Atosa.Tangestanifar@concordia.ca)>

**Subject:** More informations about AQRAFE event

Good morning Atosa.

I have more informations for you about our AQRAFE event to give you. We have a telephonic meeting this morning and things going well.

- For november 21st, we need to classrooms for the workshops all day and one for the lunch. So, we keep the room A, B and D like we said but we won't need anymore the room F for lunch.
- We expect 50 members maximum. You can begin the planification for the meal and I'll confirm you later the exact number and the restrictions. We need coffee, tea, juice and muffins, pastry and fruit for the morning, and lunchbox and drinks for the lunch.
- For november 22nd, we'll need only one classroom for our annual meeting, coffee, tea , juice, muffins, pastry and fruits for 40 members (we expect less members that day, like the other years)

The invation form will be send this week. But before that, we need to be sure about an information : the classrooms for our meeting will be in the John Molson building (1450 rue Guy), exact?

Thanks a lot, have a good day!



**Yan Martel | Conseiller en aide financière**  
**Services aux étudiants | Université du Québec à Trois-Rivières**

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