

BICSI® Meeting/Function Space Request

2019 ICT Canada – Presented by BICSI

April 8-10 • Toronto Congress Centre • Toronto, Ontario, Canada



Thank you for requesting space for your meeting or function to be held in conjunction with 2019 ICT Canada – Presented by BICSI®. You may choose to reserve space at the Toronto Congress Centre and/or the Delta Hotels by Marriott Toronto Airport.

Please complete the information requested below. Your request for space will be forwarded to the congress centre and/or hotel, as applicable, once it has been approved by BICSI. You will receive confirmation of approval and contact representative information. Please make arrangements directly with the congress centre and/or hotel for your meeting/function.

Return this completed form to Kim Osterman, CMP, via fax to +1 813.971.4311 or email kosterman@bicsi.org.

Company name		Date of request	
Address		Street or P.O. box	
City	State/Province	Zip/Postal code	Country
Contact name			
Telephone	Fax	Email	
Meeting/Function name			
Purpose of meeting/Function			
Who is invited or will attend this meeting			
Date	Start time	End time	Estimated attendance

Room Setup

- Toronto Congress Centre Delta Hotels by Marriott Toronto Airport
- Classroom Conference U-shape Banquet Reception Theater
- Other _____

Will food and/or beverage be served? Yes No

Is audiovisual required? Yes No

FOR BICSI USE ONLY:

Approved by _____ Date approved _____

Meeting/Function space assigned _____