



## Re: AGM Information Letter

Dear Canadian Boiler Society Members:

The Canadian Boiler Society's Annual General Meeting (AGM) and Trade Show, **is scheduled for June 3-4, 2007**. Due the overwhelming response to the 2006 AGM & Trade Show the Board has decided to repeat it!

This year the Trade Show is being held at the **Toronto Congress Centre (TCC)**. Therefore for convenience, arrangements have been made with the **Radisson Suite Hotel Toronto Airport** to host some of the AGM events as well as provide the CBS Members with discounted room rates. The TCC is located at 650 Dixon Road and the Radisson Suite Hotel Toronto Airport is located at 640 Dixon Road. There is a walk-way going from the Radisson Hotel to the TCC.

The format of the AGM 2007 is different again from previous years due to the addition of the Educational Forum & Members' Exhibits. The full schedule is included in the AGM brochure. The AGM registration fee for the first registrant from a CBS Member Company is \$375.00 (plus GST). The registration fee for the second and subsequent registrants from a member company is \$175.00 (plus GST). The fee includes the full AGM. It does not include a booth at the Members' Exhibits. The Members' Exhibits are for CBS members only and there is an additional cost for exhibitors.

This year the AGM begins on June 3, 2007 with the "Get Relaxed and Re-acquainted Reception". This will take place at the **Radisson Suite Hotel Toronto Airport Restaurant – The Fox Bistro**. We encourage all members participating in the AGM and Trade Show to take advantage of the great rate the **Radisson Suite Hotel Toronto Airport** is offering the CBS members; a Deluxe Suite is only **\$129.00** plus applicable taxes and an Executive Suite is only **\$149.00** plus applicable taxes. The hotel is holding rooms for the CBS. The hotel will hold the rooms until **May 21, 2007 only**, so book your room today! You can always cancel later. The phone number is 416-242-7400.

A credit card number will be required to hold the reservation. **REGISTRATION FOR ROOMS MUST BE MADE DIRECTLY WITH THE RADISSON SUITE HOTEL TORONTO AIRPORT**. When booking your room please refer to the CBS group. Check-in time is any time after 3:00 PM and checkout time is 12:00 PM on your departure day.

June 4, 2007 begins with the CBS Business Meeting & Breakfast and the business meeting is for all CBS members. Every member is encouraged to participate in the business meeting. This meeting provides the opportunity for all members to voice ideas, voice concerns, suggest improvements and meet the Board of Directors.

After the business meeting, there will be a tour of the **GTAA COGEN Central Utilities Plant** located on Elmbank Road, Mississauga, ON; a five minute drive from the TCC. After the tour everyone will meet back at the TCC. Lunch will be provided in the Courtyard for AGM participants before the guests arrive.

The Educational Forum and Members' Exhibits will begin at 12:00 PM. See the agenda on the Exhibitor's Set-up Instructions and Information sheet attached. There will be four presentations. Three of the presentations will be delivered by CBS member companies: B&W, KMW and IST. The presentations will conclude with one by TSSA. After an exciting day the Chairman's Reception & Dinner will conclude the day's events.



If you are interested in participating in the Members' Exhibits and would like to reserve a booth, please complete the attached form entitled AGM and Exhibitor Registration form. It includes all the pertinent information including the cost. Please ensure that all the areas for participation are marked clearly.

The set-up times can be found on the Exhibitor Set-up Instructions & Information sheet. I have also attached the flyer for the Educational Forum & Members' Exhibits which provides more detail of the upcoming event.

**PLEASE CIRCULATE THIS FLYER TO ALL INTERESTED CLIENTS, COLLEAGUES AND FRIENDS.  
THIS EVENT IS GOING TO BE VERY EXCITING!**

**You want to be at this event!**  
**Mark your calendar and send in your registration form today!**

Please find attached; the AGM and Exhibitor Registration Form, the Exhibitor set-up Instructions & Information form, and the flyer for the Educational Forum & Members' Exhibit.

Below are additional notes. Please fill out the registration forms as soon as possible and fax it to the CBS office at (416)252-5335. We look forward to seeing you at the Canadian Boiler Society's 84<sup>th</sup> Annual General Meeting – Educational Forum & Members' Exhibits.

**ADDITIONAL NOTES...**

- Registrants and invited guests attending the AGM are responsible for cost of hotel, meals (except on June 4, 2007 Business breakfast, lunch and Chairman's reception and dinner) etc.
- The fees will apply regardless of the number of functions attended and whether of not a companion accompanies the registrant.
- Please fax the completed registration form to the Canadian Boiler Society office as soon as possible and mail your cheque for payment made out to the Canadian Boiler Society. **Please fax registration form to fax number (416) 252-5335.** Please note the refund policy below.
- Full **refunds** will be made if cancellation notification is received prior to **Friday May 14, 2006.** A **full refund less \$130.00** will be made if cancellation notification is received after that date.
- Receipts will be provided to all registered members and paying guests to allow recovery of GST for registered companies. **GST registration number is 129530226RT.**
- Please advise of any special meal requirements.
- **Be prepared to have a great time!**
- If you have any questions please contact me at the phone number: (416)253-2760.

Sincerely,  
Louise McColeman  
Canadian Boiler Society  
Event Coordinator