



# THE CANADIAN BOILER SOCIETY 2010 AGM & TRADESHOW INFORMATION LETTER

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April 1, 2010

Dear Canadian Boiler Society Members:

The Canadian Boiler Society's Annual General Meeting (AGM) and Tradeshow, **is scheduled for May 31-June 2, 2010**. As in previous years, this year the AGM is combined with the CBS presentation of an Educational Forum and Member's Exhibit. The theme of the event is **Energy Efficiency**.

The Tradeshow is scheduled to be held at the **Toronto Congress Centre (TCC)**. For convenience, arrangements have been made at 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.

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We encourage all members participating in the AGM and Tradeshow to take advantage of the great rate the **Radisson Suite Hotel Toronto Airport** is offering the CBS members; the room rate is only \$119.00 plus applicable taxes. This fee includes parking.

The hotel is holding 20 rooms for the CBS. The hotel will hold the rooms until **April 30, 2010 only**. **You must book your room quickly as the hotel has almost reached capacity for that time period. Please book your room today!!** You can always cancel later.

**CALL TODAY - 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.

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The format of the AGM 2010 is different from previous years due to the addition of a number of Educational Presentations & an increase in the number of Members' Exhibits. The full schedule is included in the registration package attached.

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. Please complete the attached registration forms and email them to the CBS office today!

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This year the AGM begins on May 31, 2010 with the "Get Relaxed and Re-acquainted Reception". This will take place at the **Radisson Suite Hotel Toronto Airport Restaurant – The Fox Bistro from 6:00-7:30pm**.

June 1, 2010 begins with the Educational Forum and Members' Exhibits at the TCC. Registration begins at 8:00am with the presentations beginning at 9:00am.



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The attached Registration Package includes all the information regarding the Educational Forum & Members' Exhibits. There are a number of interesting educational presentations to attend. Lunch is at 12 noon with presentations continuing in the afternoon. Please note that the exhibits are open the entire day for you to enjoy. For the list and schedule of the presentations please refer to the Educational Forum Schedule on page two of the registration package. The day concludes with the Chairman's Reception & Dinner at the TCC.

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 time for exhibitor's can be found on the Exhibitor Set-up Instructions & Information sheet.

June 2, 2010 begins with the CBS Business Meeting & Breakfast. The business meeting is for all CBS members and will be held at the TCC. Every member is encouraged to participate in the business meeting. This meeting provides the opportunity for all members to voice ideas and concerns or make suggestions for improvements as well as meet the Board of Directors.

After the business meeting, the annual CBS Golf Tournament will begin at the Royal Woodbine Golf Club. Lunch will be available at 12 noon and the first tee off is at 1:30pm.

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**Please circulate the attached package to all interested clients, colleagues and friends.**

**This event is going to be very exciting!**

**You don't want to miss it! Mark your calendar**

**Send in your registration today!!**

**You want to be at this event!**  
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Please find attached;

1. The AGM and Exhibitor Registration Packing including; the Flyer, Educational Forum Schedule, AGM & Tradeshow Agenda and the registration form for both the AGM & Tradeshow.
2. The Exhibitor set-up Instructions & Information

Below are additional notes. Please fill out the registration forms as soon as possible. The registration forms are electronic so please complete the forms and email them to the CBS [info@canadianboilersociety.ca](mailto:info@canadianboilersociety.ca). You are welcome to fax the form to the CBS office at (416)252-5335.

We look forward to seeing you at the Canadian Boiler Society's 87<sup>th</sup> Annual General Meeting Educational Forum & Members' Exhibit.



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## ADDITIONAL NOTES...

- Registrants and invited guests attending the AGM are responsible for cost of hotel, meals (except for lunch and the Chairman's Reception & Dinner on June 1, 2010 and the Business Meeting breakfast on June 2, 2010).
- The fees will apply regardless of the number of functions attended and whether or 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 3, 2010.** 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