

Frequency

- annual, bi-annual, semi-annual

Dates

- usual time of the year when the conference is held
- specific dates of next event

Location

- Is the event held at a fixed location every year?
- location of last event
- location of upcoming event

History

- number of years in operation
- who founded it
- objectives

SECTION B: PLANNING FOR THE EVENT

Facilities

- location of conference
- other facilities at conference centre (e.g. meeting rooms, facilities for service demonstrations)
- hotels and other accommodations

Fees

- payment received for presenting
- entry fee for attending
- other fees

Travel

- connections with Canada (e.g. flights, trucking services)
- how to get promotional literature to the event

Applications

- lead time required
- how to apply
- any documentation required