

EXHIBITOR PROSPECTUS

The logo features a blue horizontal bar at the top. On the left, the text 'COS' is in large blue letters, with 'Annual Meeting and Exhibition' in smaller brown text below it. To the right, 'Congrès et exposition annuels de la' is in brown, followed by 'SCO' in large blue letters. Further right, 'VANCOUVER' is in large blue letters, with 'JUNE 16-19 JUIN' in brown below it, and '2004' in large blue letters to the right. At the bottom, 'Westin Bayshore Resort and Marina' is written in brown. A large yellow circle is partially visible on the right side of the logo.



For further information contact:
Canadian Ophthalmological Society
610-1525 Carling Avenue
Ottawa, ON K1Z 8R9 CANADA
E-Mail: kross@eyesite.ca

TABLE OF CONTENTS

General Information:

- Upcoming Meetings4
- Place of Meeting4
- Estimated Attendance4

Booth Specifications:

- Booth Size, Rental Fee4
- Application for Booths4
- Exhibit Schedule4
- Welcome Reception4

- Show Management4
- Shipping5
- Customs5
- Late Deliveries5
- Move-In5
- Loading Dock6
- Storage/Materials Handling6
- Load Limits6
- Booth Set Up6

- Audio Visual Equipment Rental6
- Telephone/Internet Access6

- Ophthalmic Surgical Wet Labs6

- Janitorial Services7
- Security Arrangements7
- Move-Out7

Booth Staff:

- Booth Staffing7
- Work Passes/Deliveries7
- Exhibitor Meals8
- Hotel Accommodation8
- Tourism8
- Social Events8

Regulations:

- Regulations8
- Subrental9
- Insurance9
- Cancellation9
- Liability9

Advertising & Promotion:

- Advertising and Promotion9
- Photography9
- Annual Meeting Program9

General Information:

- Industry Meeting Rooms10
- Continuing Professional Development10
- Exclusive Show Services10
- General Restrictions10

TABLE OF CONTENTS

Page 2

• Smoke-Free Environment	10
• Children	10
• Animals	10
• Tax Rebates	10
• Nondiscrimination Policy	10
• Dates to Remember	11
• Phone Book	11

Enclosures:

- Floor Plan
- Application to Exhibit
- Shipping information (Reimer Express)
- Audio Visual Equipment Order form (Frishkorn)
- Program Outline
- Advertising Rate Card - Canadian Journal of Ophthalmology
- Customs Brochure & Transportation Request Form - US firms only-
(to follow by mail) & Information letter



General Information

Upcoming Meetings

Shaw Convention Centre
Edmonton, Alberta
22-25 June 2005

Westin Harbour Castle
Toronto, Ontario
21-24 June 2006

Place of Meeting

Westin Bayshore Resort & Marina
1601 Bayshore Drive
Vancouver, BC V6G 2V4
Tel: (604) 682-3377

Reservations: 1(800) WESTIN1

Website:
<http://www.westinbayshore.com/bayshore/main.php>

The Exhibits will be located in Bayshore Ballroom, see floor plan attached or visit the COS website at <http://www.eyesite.ca>.

Estimated Attendance

Ophthalmologists 450-500
Allied Health Professionals 175

Booth Specifications

Booth Size, Rental Fee

Standard booth: 10' x 10'
\$3,000 plus 7% GST \$3,210.00

Application for Booths

Requests for booths must be made in writing. Indicate on the Application for Exhibit Space which booth space(s) you require. A non-refundable deposit of \$1,500 per booth will reserve your preferred location and must accompany a signed copy of a properly executed form. Any organization with an outstanding debt

to the Society will have their application set aside until the account is settled.

The balance of the rental fee is. Receipt/confirmation will be forwarded to the exhibitor.

Booths are assigned on a first-come, first-served basis. The design of the floor plan provides for some islands with a limit of 10 booths per organization. Should you need a different configuration, please contact our office.

Exhibit Schedule

Exhibit Move-in:
Wednesday 16 June 1000 – 2000

Viewing:
Thursday 17 June 0900 – 1700
and 1700 - 1830
Friday 18 June 0900 - 1700
Saturday 19 June 0900 – 1330

Exhibit Move-out:
Saturday 19 June 1330 - 1800

Coffee breaks and lunch will be served in the Exhibit Hall each viewing day. Lunch for exhibitor staff will be served ½ hour prior to end of the morning sessions and will be the same as that served to delegates.

Welcome Reception (Open to all delegates)

Exhibit Hall (Bayshore Ballroom)
Thursday, 17 June, 1700 - 1830

Show Management

Booth move-in and dismantling services will be provided by Show In Motion Services, Inc. and its subcontractors at the expense of the exhibitor. An illustrated catalogue including various services offered and rental order forms will be forwarded prior to the meeting. These forms will also be available on the COS website in January <http://www.eyesite.ca>

Inquiries should be addressed to:

Brad Riznek
Show In Motion Inc.
21-8528 123rd Street
Surrey, BC V3W 3V6
Tel: (604) 599-1440
Fax: (604) 499-1438
E-mail: brad@showinmotion.com

Shipping

The official transport company for 2004 is Reimer Express who are bonded carriers specializing in exhibit materials. Please contact Bill Rachar at (604) 431-5216 or visit their website at www.reimerexpress.com. Reimer Express provides ability to download bills of lading and will also provide tracking information for either country. Their strength is in their on site services for move-in and move-out.

You may deliver your small materials directly to the loading dock on move-in day. Access to loading dock must be co-ordinated through Show In Motion Services, Inc. to ensure timely access.

All vehicles unloading at the loading dock must display the Parking Pass provided by the Westin. Should you require assistance unloading and delivery to your materials, Show In Motion staff will be available. This must be arranged in advance and costs will be at the expense of the exhibitor. It is recommended that all goods be shipped through Reimer Express.

Shipments will be received by Show In Motion Services, Inc. and can be stored up to 30 days in advance of the move-in day. Advance material handling charges will apply. Please refer to this section in the Show In Motion Exhibitor Service Manual.

COLLECT SHIPMENTS CANNOT BE ACCEPTED

All shipments and deliveries should be addressed and labeled as follows:

Your Company Name
Your Booth Number
c/o Canadian Ophthalmological Society
21-8528 123rd Street
Surrey, BC V3W 3V6
CANADA

Exhibit and display materials cannot be accepted at the Westin Bayshore for storage or receiving prior to the move-in day (Wednesday 16 June).

The hotel will not be liable for any additional costs for shipments that are refused.

Customs

For shipments originating outside Canada, the Canadian Ophthalmological Society has appointed Mendelssohn to serve as "Official Customs Broker". For further information regarding customs clearance and shipping, please contact them directly.

Robert Parker
Mendelssohn
Tel: (604) 687-5535 ext 7705
Fax: (604) 687-1463
E-mail: robparker@mend.com
Website: www.mend.com

Hand Carrying or Private Vehicle:

Notify Mendelssohn in advance if you are bringing commercial goods with you on the plane or driving your own vehicle into Canada. This will permit them to supply you with the appropriate customs documents and advise the border offices of your crossing.

All exhibit material must be shipped PREPAID and scheduled to arrive about 3 to 20 days in advance of the move-in day (Wednesday, 16 June)

Prior to shipping your goods, please fax all appropriate customs documents to the Mendelssohn office: (604) 687-1463. Prepare a complete listing of items shipped and carry it with you.

Surface carriers:

We strongly discourage the use of small package couriers due to their limited tracking/proof of delivery capabilities and potential lengthy customs delays and difficulties. Contact Mendelssohn if you require assistance with shipping from the US.

Late Deliveries

Late Deliveries are directed to the Loading Dock area on the west side of the hotel. Entrance is off of Bayshore Drive. All deliveries should be addressed with the booth number and company name as shown on the Application to Exhibit.

Move-In

Move-in will start at 1000 hrs on Wednesday 16 June, and must be completed by 2000 hrs on that day. Exhibitors are responsible for making their own shipping arrangements of freight to and from the hotel. Contact Show In Motion or Reimer Express for shipping assistance.

Loading Dock

Loading dock is located on the west side of the hotel. Entrance is off Bayshore Drive. Maximum height of doors into ballroom is 9'. Maximum width of doors into ballroom is 7'.

The loading dock cannot be used to store crates, boxes or exhibit displays.

All deliveries requiring the Loading Dock must be coordinated through Show In Motion and must display the Parking pass provided by the Westin.

Storage/Materials Handling

Prior to the start of the Exhibit, Show In Motion Services, Inc. will remove empty crates and cases and return them at the close of the show. Storage costs will be billed to the exhibitor. To ensure prompt return all containers, they should be tagged with company name and booth numbers—see on-site service desk for storage labels and information.

Following the show, all materials will be shipped according to exhibitor's instructions. All WHMIS controlled products shall be properly labeled and contain their Material Safety Data sheets. Any freight left behind will be shipped at the exhibitor's expense.

Charges for these services are the responsibility of the exhibitor and must be made in advance.

Load Limits

Load limits on the exhibit floor are 5,000 lbs. Repairs for any damage caused by overloading, or the installation, use, exhibiting or moving of any object exceeding the above-mentioned capacities, will be charged to the exhibitor.

Booth Set Up*

The standard "in-line" booth is provided with an 8' high (2.438m) back panel and side panels 4' high (1.21920m) These are draped with flame-resistant fabric. Island exhibits will have markings on the floor indicating the four corners. Draping will not be provided, unless requested, for islands.

The ceiling height is 18'. The Exhibit Hall floor is carpeted (multi-coloured in earth tones).

Predominant signage and badges may identify only the company named on the *Application for Exhibit Space*.

Islands/Peninsulas:

Island exhibits must be designed so that they are accessible from all aisles. Peninsulas cannot block the sight lines to the adjacent exhibit.

A sketch of configuration must be provided to COS for approval no later than 30 April 2004.

PLEASE NOTE:

Exhibit displays and signs must be arranged so as not to obstruct the view of other exhibitors.

Included in the booth rental fee are:

- 1) the set up described*;
- 2) a 1500 watt electrical outlet **if requested in advance**
- 3) a sign bearing the name of the exhibiting firm **if requested in advance** (deadline 10 May)
- 4) a waste basket
- 5) security services during **non-viewing hours**
- 6) one set of mailing labels of registered delegates following the meeting, if requested
- 7) beverages during breaks, lunch for staff Thursday through Saturday

Audio Visual Equipment Rental

The Westin Bayshore Resort & Marina's in-house audiovisual supplier is:

Christopher Moreno
Director, Presentation Services
Westin Bayshore Resort and Marina
1601 Bayshore Drive
Vancouver, BC V6G 2V4
Tel: (604) 682-6504
Fax: (604) 682-6507
Email: psav6401@ps-av.ca
Website: ps-av.ca

Alternately you may contact Frischkorn Audio Visual Rentals Inc.

www.frischkornav.com

Toll Free Tel: (888) 287-AV-RENTS

Or: (905) 281-8700

Fax: (905) 281-8701

Telephone/Internet Access

All telephone lines, high-speed Internet lines or other related equipment must be coordinated by the exhibitor directly with the Westin Bayshore convention services manager no later than three weeks prior to the meeting.

Patty Villanueva
Tel: (604) 691-6941
Email: Patty.Villanueva@westin.com

Ophthalmic Surgical Wet Labs

Exhibitors planning to conduct wet labs on the exhibit floor must submit written notification to the Society no later than 30 April.

Please indicate on your contract that you are intending to offer a wet lab. Careful disposal of waste material in designated garbage containers is appreciated.

Janitorial Services

Common areas are maintained by the Westin Bayshore. Booth cleaning services are provided by Show In Motion Services, Inc. at a cost to the exhibitor if required.

Security Arrangements

Security personnel will be provided during all non-viewing hours.

Exhibitors may not enter the exhibit hall after viewing hours. They are advised to remove all personal belongings before closing each day. Admission may be allowed ½ hour prior to exhibit opening. COS badges are required and you will be asked to sign in and out with security.

- * Avoid leaving small, easily concealed items UNATTENDED in your booth during the show or overnight.
- * NEVER leave your booth unattended during show hours.
- * Remove ALL valuable equipment from your booth during non-show hours
- * Report ANY or ALL thefts to hotel, COS staff, and/or security officers immediately.

Additional security personnel can be arranged with Kaban Securities through the Westin Bayshore. Contact COS office for details.

Move-out

Move-out will take place on Saturday 19 June between 1330 and 1800.

Exhibitors may not dismantle, pack or remove any part of their display prior to 1330 on Saturday under any circumstances.

We recommend that exhibitors remove any small, valuable items from their booths before tear down, and that they remain to supervise tear down work. Once an exhibitor's materials have been transferred to the loading area, the carrier will be admitted to the dock to begin loading, provided space is available for the type of vehicle being used.

Post show clean up will be assessed following the move-out; extraordinary cleaning required beyond the removal of garbage placed in garbage cans and vacuuming of your booth will be charged to the exhibitor.

Exhibit move-out must be completed by 1800. Any materials or displays left in the Exhibit Hall

after move-out will be shipped back to the Exhibitor at their expense. At the close of the show each firm outside Canada should contact Mendelssohn (or your own customs broker) to make certain proper instructions have been given regarding the return of exhibit materials to the U.S.

Booth Staffing

Each assigned booth is required to have at least one and no more than four representatives present during exhibit viewing hours. Should you require additional badges these will be supplied at a cost of \$150 each. Alternatively, staff badges may be turned in at the Registration desk and reissued to a different employee keeping a maximum of 4 reps per 10'x10' booth with badges at any given time.

All company representatives participating in the Exhibit must be registered (no charge for advance registration). A registration form will be sent to you in May. To avoid long waits at registration you are strongly encouraged to submit a list of representatives prior to the deadline of 15 May 2004. Only company employees or representatives who will staff the exhibit may be registered as exhibitor representatives. Exhibitor representatives not preregistered must produce a business card showing their affiliation with the exhibiting company or be accompanied by a preregistered representative.

Access to the exhibit hall will be on presentation of official badges only. Security will be present. The registration desk will be located in the Level 1 Foyer (outside exhibit hall).

Any individual who would normally pay a fee to attend the exhibit may not register as an exhibitor. (i.e. physicians, researchers, or allied health professionals). Exhibitor registration will begin at 1400, Wednesday 16 June .

Nothing may be affixed or adhered to official badges.

Work Passes/Deliveries

Unregistered exhibitor personnel and exhibitor appointed contractors who wish access to the exhibit floor will be required to show proof of affiliation with the exhibiting company or exhibitor-appointed contractor to gain access. The delivery of small crates, boxes or other items is permitted during trade show hours. Delivery of bulk items must be made prior to or following exhibit viewing hours.

Exhibitor Meals

Lunch will be served in the exhibit hall for exhibit staff and registered delegates on Thursday, Friday, and Saturday. Beverages will be served in the refreshment areas during breaks in sessions. Exhibit staff lunches will be delivered ½ prior to ending of morning sessions. Lunch will be in the format of a box lunch and is the same meal offered to all other delegates.

Hotel Accommodation

A discounted room block has been reserved at:

Westin Bayshore Resort & Marina
1601 Bayshore Drive
Vancouver, BC V6G 2V4
Tel: (604) 682-3377

Reservations: 1(800) WESTIN1

Web site: westin.com/bayshore

Accommodation rate: \$199 per night S/D
(applies June 14-21 2004 only)
Add \$25 per additional person
Taxes added: 10% provincial, 7% federal

Credit cards are required to hold reservation, American Express, Diners Club/EnRoute, Master Card, VISA, JCB or Discover. The deposit is refundable up to 1600 hrs on the day of arrival.

Cut off: 15 May 2004

Tourism

<http://vancouver.com>

<http://www.where.ca/vancouver/>

<http://www.tourismvancouver.com>

<http://www.vancouver.worldweb.com/>

<http://vancouver-tourism.com/?exitno=1>

<http://www.vancouver.worldweb.com/>

Social Events

Exhibitors are invited to attend any COS Social event. Registration forms will be sent to the individual indicated on the Application to Exhibit for distribution to their on-site staff. Tickets may also be purchased via the web site at <http://www.eyesite.ca> beginning in January. Tickets may not be purchased for delegates by exhibiting companies.

The Welcome Reception will take place in the Exhibit Hall (Bayshore Ballroom), Thursday, 17

June from 1700 to 1830. All exhibitor representatives should be in their booths.

Regulations

Exhibitors may not offer programs which will conflict with the COS scientific meetings or social events.

Should you require meeting space for staff meetings, please contact Kimberley Ross at the COS office before 10 February.

Nothing shall be posted on, nailed or otherwise attached to columns, walls, floors, electrical fixtures, or other parts of the building or furniture. It is forbidden to paint floors or install anything whatsoever on them without adequate protection approved by the Westin Bayshore.

The use of thumbtacks, double sided tape (rubber backing type), scotch tape, nails, screws, bolts, hand spikes or any tool or material which could damage the floor or walls is prohibited. Only masking tape or a material that can be easily, without damage to walls or surfaces, can be used for affixing signs, banners, etc.

Distribution of gummed promotional stickers or labels is prohibited.

The Society reserves the right to restrict exhibits which, because of noise or any other reason, become objectionable, and also to close, without indemnity, the exhibit of any firm refusing after notice to conform to the rules that apply to all other exhibitors.

All electrical equipment and wiring must meet the standard set by the City of Vancouver Fire Department and the Westin Bayshore. The Canadian Ophthalmological Society shall reserve the right to reject any displays not meeting these requirements.

No portion of any display shall obstruct any exit aisle or fire exit doorway. Fire hose cabinets must be left accessible and in full view at all times. All display material must be flameproof and is subject to inspection by the Vancouver Fire Department. No flammable fluids or substances may be used or shown in the booths. Flammable or combustible and/or compressed gases may not be used or displayed, unless otherwise approved by the City of Vancouver Fire Department.

The use of the following materials indoors is prohibited: straw and hay; acetate fabrics; corrugated paper; paper backed foil, unless glued securely to suitable backing; combustible materials used for covering tables or for skirting tables; styrofoam constructed booths.

Exhibitors are subject to the terms and obligations of the contract binding the Westin Bayshore Resort & Marina and the Canadian

Ophthalmological Society (for information contact the Society)

Subrental

Subrenting booths (locations) is strictly prohibited.

Insurance

Each exhibitor carries the responsibility of maintaining General Comprehensive Liability Insurance and Contractual Liability Insurance, insurance coverage in an amount not less than \$1,000,000. The Canadian Ophthalmological Society, Show in Motion Inc., and the Westin Bayshore Resort & Marina, assume no liability for any bodily harm or material damage to products, booths, equipment or decorations due to fire, flooding, or theft howsoever caused, during the occupation of the building or any rented space therein.

If insurance is required by the exhibitor or their non-official contractor for any reason, it must be placed by the exhibitor, shall be paid for by the exhibitor and shall cross-insure the Society, and the Westin Bayshore Resort & Marina.

Cancellation

Notification of cancellation of assigned exhibit space must be submitted in writing to the Society prior to 1 April 2004 otherwise the rental fee is due in full. Deposits are non-refundable.

Liability

Neither the Canadian Ophthalmological Society, its agents, Westin Bayshore Resort & Marina, nor Show in Motion Inc., will assume any liability for damage or loss of any nature. Nor will they assume any liability for personal injury in connection with the showing or viewing of exhibits.

The exhibitor agrees to be responsible for, and pay to, the Westin Bayshore Resort & Marina on demand, any and all costs of any repairs, replacements or cleaning due to the use of the facility by the exhibitor, their assignees, agents, employees, contractors and subcontractors.

Advertising and Promotion

Pre-convention:

Advertising spaces are available in the Annual Program, issue #2 of the *Canadian Journal of Ophthalmology*. The publication date is March 2004, circulation 1,325. Deadline to reserve space is 1 February 2004. Deadline for copy is 10 February 2004. Confirmed exhibitors as of 31 January will be listed in the Program. Exhibitors are asked to submit a brief (100 words

or less) outline of their product being exhibited to encourage delegates to visit their booth.

ALL Exhibiting companies will be listed on the COS website (<http://www.eyesite.ca>).

An advertising rate card for the *Journal* is enclosed with this document.

Advertising contact:

Valerie Gerechter
Target Media Sales
42 Roseheath Avenue
Toronto, ON M4C 3P2

Tel: (416) 491-5155 Fax: (416) 694-2821

Email: valger@targetmedia.ca

During conference:

Exhibitors may only conduct business solicitation and distribute samples, promotional items and advertising materials within the confines of their booths. Any such activity is forbidden in aisles, food areas, the main lobby, or at other booths. No food or beverage may be distributed, sold or provided as samples without prior written authorization from the Westin Bayshore management.

Distribution of noise-making devices of all kinds is prohibited. The Society reserves the right to ban objectionable premiums or novelties and to prevent the sale or distribution of articles and/or products which it believes might endanger the health and safety of those visiting the Exhibition. Targeted groups of ophthalmologists may be reached through use of the Society's mailing label services. An order form and agreement are available from the COS office—their release is governed by strict guidelines. One set of labels of registered delegates is available on a complimentary basis following the meeting. Delivery may take two to four weeks.

Photography

The Canadian Ophthalmological Society reserves the right to photograph the exhibit hall for its files only. The photographs will not be published without written consent of the exhibiting company.

Annual Meeting Program

One copy of the Annual Meeting Program will be mailed to the contact shown on the Application and Contract for Exhibit Space. Pocket programs containing the educational sessions will be available at the Registration Desk. Exhibitors who have placed advertisements in the Program will receive tear sheets along with their invoice.

The program and abstracts will be available online in March 2004. Go to <http://www.eyesite.ca>

Bayshore or by public building safety authorities.

Industry Meeting Rooms

Meeting rooms are available for Industry Sponsored Courses according to the following schedule:

Wednesday 16 June	all day or evening
Thursday 17 June	after 1700 hours
Friday 18 June	after 1700 hours
Sunday 20 June	all day

Please contact the COS office at (800) 267-5763 before 10 February 2004 to reserve meeting rooms. A rental fee will be charged.

Continuing Professional Development:

Application for accreditation should be made to the COS office 6 weeks prior to the start date of the course. Contact the COS office for application forms.

Exclusive Show Services

Show In Motion Services, Inc. is the exclusive supplier of the following services:

- booth cleaning
- drayage
- exhibit furniture rental
- electricity

The Westin Bayshore is the exclusive supplier of the following services:

- plumbing
- janitorial services for public areas
- food and beverage
- installation and hanging of materials from ceilings

Show In Motion Services, Inc. will be pleased to coordinate with the convention centre for your booth set-up and dismantle needs.

General Restrictions

The following restrictions apply to exhibitors and any workers hired to set-up or teardown trade show booths:

- Consumption of alcoholic beverages, or the possession or use of prohibited substances will not be tolerated.
- If equipment and/or apparatus produce noises or odours that inconvenience other exhibitors or guests, this equipment must be turned off. Sound levels must not exceed 70 decibels at 4 feet from the source of the noise. Westin Bayshore is the only judge in this matter.
- Obstruction of common areas:
At no time must exhibitors obstruct building hallways, elevators, escalators, entrances, lobbies, stairways or emergency exits, nor use them other than as intended the Westin

Smoke-Free Environment

All meetings by the Society will be held in a smoke-free environment to promote good health. We ask that you consider the comfort and well being of your friends and colleagues.

Children

We ask for the safety of children that you do not bring them into the exhibit hall during set up and teardown.

Animals

With the exception of guide dogs for the blind, no animals are admitted inside the Westin Bayshore Resort & Marina.

Tax Rebates

<http://www.cca-adrc.gc.ca/tax/nonresidents/visitors/index-e.html>

Non-resident visitors who wish to claim a refund of the goods and services tax (GST) and/or, the harmonized sales tax (HST) which they paid on eligible goods, must provide proof that they exported their goods from Canada. This is referred to as Proof of Export. Commencing April 1, 2001, Proof of Export began at Canada's nine major international airports. For listing refer to:

<http://www.cca-adrc.gc.ca/tax/nonresidents/visitors/airport-e.html>

Non-resident visitors departing from one of these airports must have their goods available for inspection and their original receipts validated by a Canada Customs official as they leave Canada. If the visitors first departure flight initiates from an airport other than one of the nine listed above, you are required to attach your Boarding Pass as proof of export with your claim.

Proof of Export began at land borders on February 1, 1999. Non-resident visitors who depart Canada by private vehicle or charter bus tour must have their goods available for inspection and their original receipts validated as they leave Canada.

These procedures are required to ensure that the goods, for which a refund is claimed, are exported from Canada.

Nondiscrimination Policy

Because we are committed to valuing people's differences, it is our policy to provide equal opportunity to all people on the basis of the essential skills, abilities, knowledge and experience required to perform the duties of the job. This will be done regardless of age, sex,

race, physical or mental disability, colour, pregnancy, civil status, language, national origin, citizenship, creed, political or religious affiliation, sexual orientation, marital status, family relationship, or any other ground prohibited by Human Rights legislation.

Our philosophy of equal opportunity and fair treatment for all individuals underlines our commitment to employment equity and our responsibility for ensuring that the application of

this policy is consistent both in spirit and in practice throughout the Society.

The Executive Director is charged with ensuring that all Human Resources policies, documents and practices are consistent with this policy and will help you identify and correct practices that do not comply with the intent of this policy.

DATES TO REMEMBER IN 2004

31 January

Abstract on product to be submitted for Program
Last day for allocation of booth to be included in the Annual Meeting Program

1 February

Deadline for reserving advertising space in the Annual Meeting Program
(Issue #2 of the *Canadian Journal of Ophthalmology*)

10 February

Advertising copy due
Deadline to book meeting space for staff meetings

1 April

Last day to cancel reserved booth space & final payment on booth rental due
CPD applications due

30 April

Deadline to submit information on Wet Labs
Deadline to submit plans for island/peninsula display to COS for approval

10 May

Deadline to order booth sign

15 May

Cut-off date for hotel rooms at preferred rates
Deadline to pre-register booth staff

16 June

Exhibit Move-in, Registration begins

17 June

Welcome Reception

19 June

Exhibit Move-out

Blues Bash

Phone Book

Canadian Ophthalmological Society	(800) 267-5763 or (613) 729-6779 or kross@eyesite.ca
Frishkorn Audio Visual Rentals Inc.	(888) AV-RENTS or (905) 281-8701, sales@frishkornav.com
Mendelssohn, Robert Parker	(604) 687-5535 ext 7705 or robparker@mend.com
Presentation Services, Christopher Moreno	(604) 682-6504 or psav6401@ps-av.ca
Reimer Express, Bill Racher	(604) 431-5216
Show in Motion	(604) 599-1440 or brad@showinmotion.com
Target Media	(416) 691-5155 or valger@targetmedia.ca
Westin Bayshore, Patty Villanueva	(604) 691-6941 or Patty.Villanueva@westin.com