

INFO SESSIONS



WHAT...

Info sessions are a great way to introduce yourself, your business, or your new offering to the Comox Valley. Presenter gives an overview of their expert topic in the Chamber boardroom.

Presenters must be Chamber members in good standing.

The boardroom can hold 12 people comfortably, with seating around the boardroom table.

Info sessions should have a maximum time of two hours, though 1.5 hours is suggested.

Info sessions are free to attend for members and \$15 for non-members.

Registration is through the Chamber website.

HOW...

Contact the Chamber office to inquire about dates for your presentation.

Once booked, please provide Chamber staff with an outline for your presentation for our promotional materials.

CANCELLATION POLICY

If you cancel, for any reason, a \$30 non-refundable fee will be charged.

COST...

The only cost associated with an info session is a boardroom rental fee of \$30 + GST. Coffee and tea service is available for \$20 + GST.

You are welcome to bring outside food and beverages. Our boardroom is stocked with cups, mugs, cutlery, napkins and more.

Book your Info Session today!

1. Inquire about boardroom availability
2. Complete Rental Contract
3. Submit contract to the Chamber



E-mail:

julie@comoxvalleychamber.com

INFO SESSION CONTRACT



INFO SESSION

CONTACT INFORMATION

Company/Organization: _____

Contact Person: _____

Address _____

Phone: _____

Fax: _____

Email: _____

DETAILS

Date of Rental: _____

Title of Info Session: _____

Do you require a projector or flip-board? _____

Details (point form): What will the audience get from your session? List below:

A credit card is required to secure your bookings. Your card will only be charged in the event that you cancel your booking less than seven days prior to the start time or should any chamber property incur damage during the rental (see terms and conditions for details).

Card Number: _____ Expiry: _____

Signature: _____