

# Agenda

**Convention Committee Live Meeting at Le Westin Hotel, Montreal**  
**Wednesday, June 21, 2017 from 10:00am - 2:00pm EST**

**Meeting Room: Bonsecours (3<sup>rd</sup> level, directly above lobby)**

## Attendees

Lauren Guay  
Philippe Bachand  
Laurie Karson  
Allison Boucher

## Absent

## Agenda Items

Topic	Presenter	Time allotted
1. Hotel Tour	Carole Brunelle	45 min
2. Review Minutes/Agenda	L. Karson/A. Boucher	10 min
3. Strategic Convention Committee Update	L. Karson	15 min
4. Current Convention Format Review	L. Karson/A. Boucher	15 min
a) Hospitality Lounge		
5. Budget	L. Karson/A. Boucher	15 min
6. Sponsorship Review	L. Karson/A. Boucher	15 mins
7. Registration Update	A. Boucher	15 mins
8. Gala Guest Speakers	All	15 mins
9. New Business	All	10 min

## Other Information

**Lunch Meeting:** a lunch meeting is scheduled for 12:00pm with Cliff John from Imperial Tobacco. The meeting will take place at the hotel's restaurant.

**Resources:** all meeting documents will be posted on a dedicated Committee page on the FDFA members portal in advance of the meeting