



October 19th, 2017

Subject: Poet's Conference 2018

Dear Mrs. Leuck,

It is with great pleasure that I submit this quote regarding your conference in May 2018. I can assure you that our beautiful campus offers all the facilities and services necessary for the success of your event.

Founded in 1843, Bishop's University is steeped in history and local heritage. Embraced by the St-Francis and Massawippi rivers, Bishop's campus is comfortably situated in the charming Eastern Townships and only 10 minutes from downtown Sherbrooke and less than a two-hour drive from Montréal and the Pierre-Elliot Trudeau Airport.

With its many educational and recreational resources, our 500-acre campus in the heart of nature and idyllic location, Bishop's is the ideal location for any event. All of our buildings (residences, dining hall and our sports center) on campus are within an easy walk.

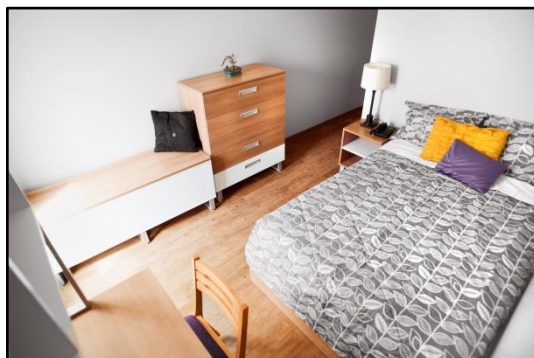
In terms of your particular needs as described in your e-mail, I would like to provide the following information:

ACCOMMODATIONS

Bishop's University has seven residences in total and each one with its own particularity. All of our residences have: internet service available, a common room equipped with Satellite Television, a games room equipped with a pool table and a laundry facility

All rates includes linen and towels, parking, access to our pools and fitness center during operating hours.

Abbott residence, semi-private room



Abbott residence was completely renovated in 2016. All rooms have one double bed (possibility of adding a single bed) and a sink in each bathroom. The toilet and shower are shared with the adjoining room.

Rate per person, per night based on single occupancy is \$47.50

Rate per person, per night based on double occupancy is \$36.50

CONFERENCE HALL

Bandeem Hall was originally built as a gymnasium until 1922 when it was converted into an assembly hall and theatre. From 1950 it became the campus dining hall. In 1990 classrooms and department offices were added and the building was transformed into a concert hall for the music department.

Bandeem Hall is without a doubt the perfect location to hold your daily conference.

Bandeem Hall's daily rate is \$300.00.



MEALS

Our dining services offer a wide variety of menu options. Our chef prepares each meal with care and imagination so that each of your dishes is a delight. With a large dining hall and several spaces to accommodate receptions, Bishops can easily handle any type of gathering.

Banquet

Your Saturday night Banquet can be held in the Cleghorn Room, one of our reception hall. You can choose a buffet or a sit down dinner from our menu. Bar available upon request.



Daily meals

Our main cafeteria, Dewhurst, is located in the heart of the campus, serving 3 meals a day in a buffet style. The hours of operation and rates are:

	Adult, (14 yrs and over)
Breakfast served from 7h00 to 8h30:	\$6.65
Lunch served from 12h00 to 13h30:	\$11.00
Dinner served from 17h00 to 18h30:	\$13.85



*Breakfast: omelet station, full American breakfast, hot and cold cereal, toast and condiment, fresh fruits, hot and cold beverage.

*Lunch and dinner: two "à la minutes station", soup and salad bar, American grill, make your own sandwich station, dish of the day including a vegetarian option serves with starch and vegetables, dessert station, fresh fruits and hot and cold beverage.

TRAVEL

For people travelling by plane to Montréal-Trudeau, we suggest using the Aeroshuttle service. The only shuttle specializing in your travel needs between the regions of Sherbrooke and Montreal's Pierre Elliott Trudeau International Airport. The shuttle is available to everyone going to the airport, 24/7 and 365 days a year. You can find all the required information at <https://aeronavette.ca/en/home/> or by calling 1-855-NAVETTE (628-3883).

Our Professional Meeting Planners will support your organizing committee during the planning, and delivery of your event.

Our talented staff will ensure that you and your entire group will have an exceptional experience. They will listen to your every need and will make every effort to satisfy your requests.

Thank you in advance for your interest and your attention to this offer. If you have any further questions or concerns, please do not hesitate to contact me.

Sincerely,



Annie Lavarière
Conference Coordinator
Bishop's University
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