



Conference Services

Jun 14, 2009

Mr Andrew Craven
London Aquatic Club

Dear Andrew:

It is with pleasure that we submit our information for the **2009 Ontario Junior Provincial Championships**, due to take place July 2 to 5, 2009.

GREAT CONFERENCES deserve GREAT LOCATIONS and *The University of Western Ontario* is the ideal location when you want to offer more than just the ordinary! Recently, our retreat-like campus was recognized with the “Communities in Bloom” award, the top acknowledgement for a nation-wide beautification competition.

Our conference planning professionals are available, year-round, to assist you with your event planning through our convenient “one-stop-shopping”. Western is one of Canada’s oldest and well-respected universities with an ambiance conducive to the exchange of ideas, a true learning environment!

Western Conference Services have the resources and knowledge of the University that enables us to custom tailor your needs according to your requirements and budget. Our service continues when you arrive on campus. Our staff will assist you with all aspects of the event to include meals, parking, facilities, audio visuals and much more! Working with the various departments on campus, the Conference staff will be the link between your committee and the many people that are instrumental in the organizing and planning an event such as this.

You will enjoy our well maintained, air-conditioned facilities. There is ample space for guest parking as well as space for buses and all within walking distance of the residences. Western, approximately a 5 minute drive from the Canada Games Aquatic Centre, is a community within itself offering a wide range of amenities and services, boasting exceptional event facilities and friendly staff.

We are dedicated to exceeding your expectations. Our award-winning Residence Dining team, including our on-site Nutritionist, will work with you to create menus to balance your athletes’ nutritional requirements. Should the athletes have any specific dietary restrictions or concerns, our team is happy to assist.

ACCOMMODATIONS

For your accommodations, please consider the following residence, Essex Hall. These two facilities are located on Western Road, south of Sarnia Road/Huron and close to Thompson Recreational and Athletic Centre where the new Recreation Centre is located. Both residences have space available to set up an office or first aid room.

Essex Hall can accommodate 508 guests in semi-private suites. Each suite has four single bedrooms, two bathrooms, common area, kitchenette complete with stove top, microwave and refrigerator.

ACCOMMODATION RATES FOR 2009

We would like to offer a **rooming list rate of \$50.00** per person, per night plus **5% PST and 5% GST**. This includes accommodation, scheduled towel exchange, full hot and cold breakfast the following morning (based on a minimum of 50 people/night) and parking. These rates apply to single, twin and double occupancy. Each residence and the campus buildings are barrier free.

MEALS

DINING FACILITIES: Essex Hall has an in-house dining room with full kitchen, an Executive Chef and food service staff. Meals are prepared in the residence by the University and totally private, thus not open to the public or open on a cash basis. We cater the meals specifically to our conferences based on the requirements and budget.

DINING ROOM CAPACITIES:

Essex Hall: 180 people/sitting to include dining room and patio

TELEPHONE SERVICE

An automated telephone system is provided in the common area of each unit in Essex Hall. The telephone numbers for the automated telephone system will be provided. Each phone is equipped with local service and a prepaid, toll-free calling card (such as 1-800 or 1-888) is required for long distance calls. Calling cards are available for sale in the residence vending machines.

MESSAGE AND MAIL SERVICE

Messages for registered guests in the residences will be posted in the Lobby of the residence. The telephone number for the Front Desk of each residence will be provided.

HIGH SPEED INTERNET SERVICE

Conference Services is able to provide guests and conference organizers with complimentary access to e-mail while in residence.

CAMPUS COMPUTER LABS

Please visit this web site for further information with regards to the Social Science Computing Lab:

<http://www.ssc.uwo.ca/sscl/accounts.html>

STAFF

Conference Services will have staff available at the registration desk on your day of arrival for accommodation check-in at the residence. Our summer staff works with you during the conference, double checking the contracted requirements, services, etc. to ensure that all the details are being handled in a professional and efficient manner.

REGISTRATION

Conference registration and accommodation check-in takes place at a pre-determined place and time on the day of arrival. All other participants arriving outside of the scheduled registration time will receive their bedroom keys at the Front Desk of their assigned building.

PARKING

We offer complimentary parking to all registered guests staying overnight in lots close to the assigned residences.

RECREATIONAL FACILITIES

The University of Western Ontario offers the visitors a wide variety of facilities to use during their stay on campus. Daily recreation passes can be purchased by the group or individuals. The campus offers indoor pools, running track, weight rooms, fitness classes, squash, tennis and racquetball courts. Gymnasiums are available for volleyball and basketball. For underage participants there must be adult supervision.

Recreational Pass: \$8.00 per pass, per day plus taxes, includes towel and lock

UNIVERSITY COMMUNITY CENTRE SERVICES

Located in the University Community Centre is the Book Store (*with a full line of Western souvenir merchandise*), movie theatre, postal outlet, computer store, hair salon, variety store, copy services, travel agency, film processing depot and a wide variety of brand name food outlets in Centre Spot.

MEDICAL SERVICES

Full medical services are available at University Hospital, located on the campus. The main number is (519) 685-8500 and (519) 663-3197 for the Emergency Department.

LIQUOR POLICY

In compliance with the Liquor Licence Act and the Campus Alcohol Policy, any conference groups requiring alcohol service in the common areas of The University, including common areas in the residences, fall under The University's Liquor Licence. All alcohol and staff must be supplied by the University through the Conference Services Office.

TAXES

Applicable taxes are not quoted in any of the prices. Taxes will be charged as follows:

Residence Accommodation	5% P.S.T. and 5% G.S.T.
Campus Functions	8% P.S.T. and 5% G.S.T.
Facility Rentals	8% P.S.T. and 5% G.S.T.
Equipment Rentals	8% P.S.T. and 5% G.S.T.
Alcohol Charges	10% P.S.T. and 5% G.S.T.

SPACE

Currently, no space on campus is reserved.

For more information about Western, please visit <http://www.uwo.ca/westerndir/index.html>
Feel free to visit our website at www.meetatwestern.ca where you will learn all about the amenities and services available to you on campus, such as, recreation, Book Store, convenience store, computer store and much more!

At Western, your event will be truly unique and we look forward to the opportunity to show you our campus. Whether your requirements are simple or complex, we will accommodate your every need!

Sincerely,
Ruth Harland, Manager, Conference Services
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Thank you for considering Western and London for your event in 2009!