



## RFP – AthletesCAN Forum 2026 & 2027 and Canadian Sport Awards 2026 & 2027

### INTRODUCTION

AthletesCAN is a not-for-profit association representing all of Canada's national team athletes. It is the only fully independent and most inclusive athlete organization in the country, and the first organization of its kind in the world. As the collective voice of Canadian national team athletes, AthletesCAN ensures an athlete centered sport system by developing athlete leaders who influence sport policy and, as role models, inspire a strong sport culture.

To learn more about AthleteCAN's vision, mission and history, visit [www.athletescan.ca](http://www.athletescan.ca) or view this [video](#).

This RFP (Request for Proposal) provides an overview of the hosting requirements for DMO (Destination Marketing Organization) partners who are interested in partnering with AthletesCAN to host the **AthletesCAN Forum** and **Canadian Sport Awards** in their community in Fall 2026 and/or 2027. This RFP details the background on the events, the value proposition for hosting partners, the technical requirements, the bid process, and evaluation criteria.

The bid process is managed by [iSPARK Consulting Inc.](#) on behalf of AthletesCAN.

### A. Event Overview - Forum

The **AthletesCAN Forum** is the largest and most inclusive gathering of Canada's national team athlete leaders outside of competition. It brings together Canada's high-performance athletes and sport leaders over 2 to 3 days to learn about the sport system, develop leadership skills, share ideas and network through interactive workshops, seminars and presentations.

Approximately 100 to 120 people attend Forum, including athlete representatives from each of the 68 sports eligible for AthletesCAN membership and other sport partner leaders, plus guest speakers.

Recent editions of the Forum have been held as follows:

**2024** – Forum on hiatus – no event was held;  
Canadian Sport Awards (CSA's) hosted in Ottawa at the Infinity Convention Centre on December 2, 2024 in conjunction with GamePlan Summit



and in partnership with the Canadian Olympic Committee's and Canadian Paralympic Committee's Team Canada Celebration

**2023** – September 8 to 10 – Richmond, BC (Richmond Olympic Oval and Vancouver Airport Marriott Hotel) – combined Forum and Canadian Sport Awards (CSAs)

**2022** – October 15-16 – virtual (Forum only)

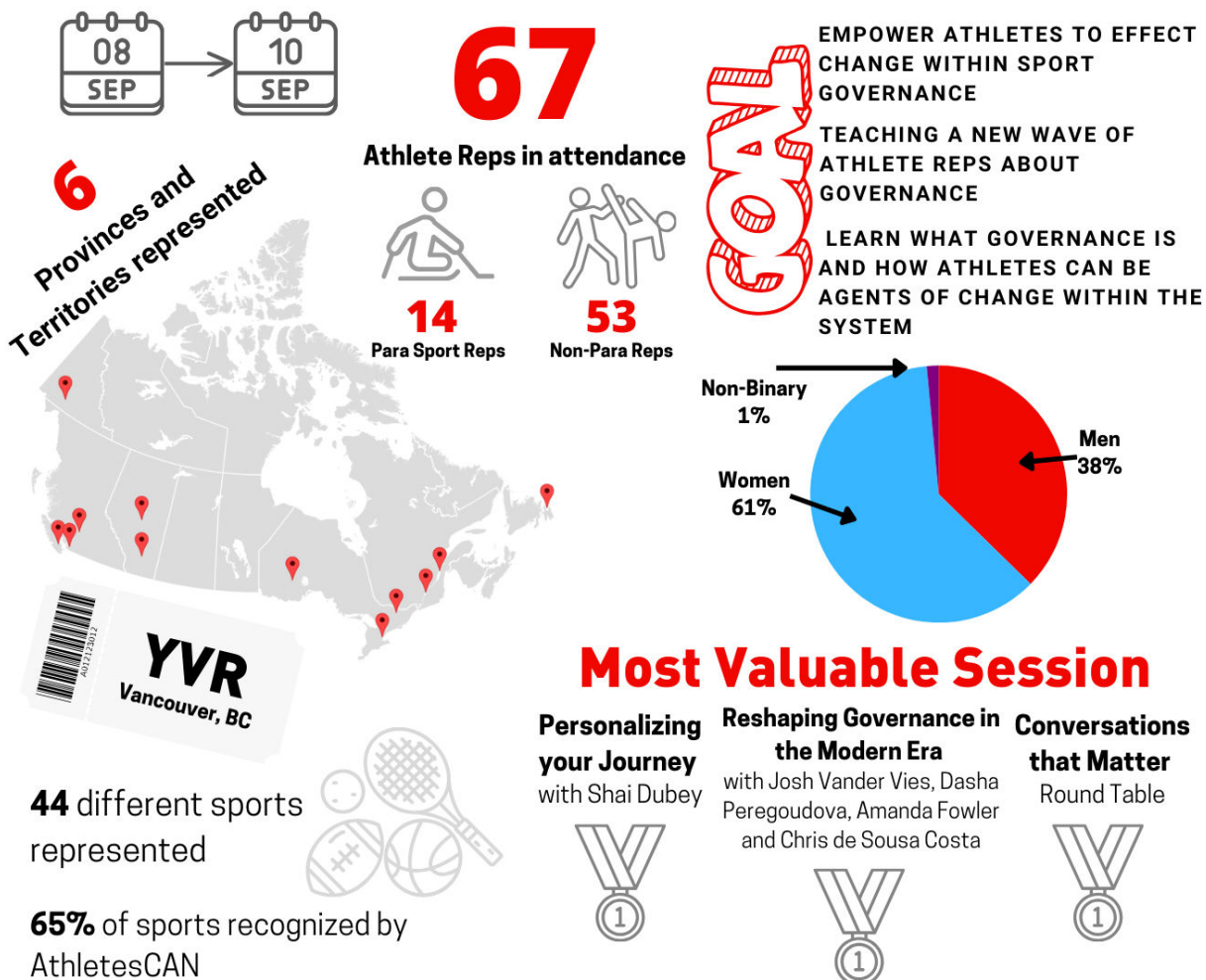
**2021** – October 23-24 – virtual (Forum only)

**2020** – October 23-25 – virtual (Forum only)

**2019** – September 19 to 22 – Toronto, Ontario (Delta Hotels Toronto Airport & Conference Centre) – combined Forum and Canadian Sport Awards (CSA's)

The **2025** edition of the event combines both Forum and CSA's, and is slated for October 3-5 in Calgary at Winsport and the Sandman Hotel & Suites | Calgary West.

Here are some statistics on attendance at the 2023 edition of the event in Richmond:



## B. Event Overview – Canadian Sport Awards (CSAs)

The **Canadian Sport Awards (CSAs)** were established in 1972 by modern day co-founders True Sport, Canadian Centre for Ethics and Sport, Canada Games Council, and Commonwealth Sport Canada, to recognize and showcase excellence in Canadian sport. The CSA event was always known as the premier recognition event for national sporting excellence. However, after the 40th anniversary in 2012, the CSA's experienced a five-year hiatus.

In 2017, AthletesCAN successfully acquired the rights to revive this marquis event to once again bring together members of the sport community to honour the spirit, drive, and commitment of Canada's international level athletes, coaches, dedicated sport supporters, and sport leaders.

The Canadian Sport Awards recognize individuals in categories related to athletic performance, leadership and corporate excellence. Past CSA recipients include Canadian sport icons such as Donovan Bailey, Chantal Petitclerc, Hayley Wickenheiser, Mark Tewksbury, Tessa Virtue, Scott Moir, Simon Whitfield, and Catriona Le May Doan, among many others. A history of past and current awards categories and recipients can be found [here](#).



The format of the event has varied over its storied history. The current format is an evening cocktail reception, sit-down dinner, and awards presentation held on the evening of Day 1 of the AthletesCAN Forum. Attendees include the athletes and sport leaders who take part in Forum, as well as some outside sport community guests, government officials, and politicians. In 2025, Governor General Mary Simon was in attendance. Attendance at CSA's ranges from 100 to 200 people.

## C. Opportunity for DMO Partners

### Position Your Destination as the Premier Partner of the Canadian Sport Awards & AthletesCAN Forum

The Canadian Sport Awards have long been the pinnacle of recognition for Canada's high-performance athletes, coaches, volunteers, and sport leaders. Once a prestigious black-tie gala that brought together the who's who of amateur sport, the event has, in recent years, been scaled down due to budget constraints. However, there is an incredible opportunity for a forward-thinking destination to restore the event's prominence and elevate it back to its rightful place as the must-attend celebration of Canadian sport. By hosting the Canadian Sport Awards alongside the AthletesCAN Forum, a one-of-a-kind high-performance sport conference in 2026 or 2027, your destination will position itself as a premier partner in Canadian sport excellence, attracting national media, key decision-makers, and the country's top athletic talent to your community. This is your chance to take center stage in Canada's sport landscape and showcase your community as the ultimate destination for high-performance sport and sport celebration.

## A Winning Business Proposition for Your Community

Hosting the Canadian Sport Awards and the AthletesCAN Forum presents a unique opportunity for economic, social, and brand impact. The event will bring hundreds of attendees, including elite athletes, sport executives, and media, driving hotel stays, restaurant traffic, and visitor spending in your community. The associated Forum will foster knowledge-sharing, leadership development, and inspire local sport organizations.

Beyond the immediate economic benefits, this event will elevate your destination's profile on a national stage, providing extensive media exposure, marketing opportunities, and a platform to highlight your city's commitment to sport tourism and major event hosting. A successful bid will leave a lasting legacy by strengthening community engagement and positioning your destination as a leader in supporting Canada's high-performance athletes.

It will also expose your community to senior leaders (CEO's and Executive Directors) from National Sport Organizations (NSOs) and Multi-sport Organizations (MSOs) who have their own events open for bid.

### D. The Schedule & Preferred Timing

#### Preferred Timing

The preferred event dates in 2026 are flexible, with preference given to the Fall timeframe (September to November). This time of year aligns best with the timing of the year-end nomination period for the Canadian Sport Awards.

The Forum and CSA's are always held over a weekend and careful consideration will need to be made to avoid these potential conflicts that could negatively impact participation in the event:

- Labour Day weekend in 2026 and 2027
- Rosh Hashana in 2026 (September 11-13) and in 2027 (October 1-3)
- Thanksgiving weekend in 2026 and 2027
- Halloween weekend in 2026 (October 30-November 1) and in 2027 (October 29-31)

AthletesCAN will consider any weekend dates in September, October and November outside of the aforementioned conflicts.

#### Typical Schedule of Events

The typical schedule of events looks like this:

Day	Activity
Day 0 - Thursday	Set-up and load-in of event spaces & early arrivals of attendees for Forum
Day 1 - Friday	Arrival of majority of attendees for Forum – Forum Day 1 & Canadian Sport Awards (evening)
Day 2 - Saturday	Forum Day 2 & evening offsite social event
Day 3 - Sunday	Forum Day 3 (1/2 day) and load-out of event spaces & departure of Forum attendees

For a more detailed schedule breakdown, refer to Appendix 1.

## E. The Venue (s)

### Event Spaces – Forum & CSA's – Fully Accessible Spaces Required

The main host venue for Forum must have meeting space that meets the stated requirements for plenary sessions, meals, and workshops/breakouts.

The venue for CSA's could be the same venue utilized for Forum or CSA's could be held in an offsite venue. The host hotel (see below) could also be the main host venue for either Forum or CSA's or both.

There is also a requirement for an offsite social event activity on the evening of Day 2 (Saturday night). This could be an excursion to a local establishment or participation in a ticketed sport event taking place in the host city at the same time. See details on these requirements below under Section H.

For a detailed breakdown of the meeting space requirements, refer to the event schedule in Appendix 1.

Note: Venues must be fully accessible for all types of disabilities.

### Hotel & Guest Accommodations - Fully Accessible Spaces Required

A guest room block is required at a host hotel and the hotel will also need to be able to provide a private hospitality suite environment/lounge space for the athletes. The recommended hotel will also need to have fitness facilities onsite (gym, weights) and access to a pool or hot tub is preferred (see more details below under Section G – Athlete Training & Wellness Activities & Spaces). If these amenities are not available onsite, the hotel must be able to provide free access for athletes to a suitable fitness studio or gym that is within walking distance from the hotel (or provide a free shuttle service).

The anticipated guest room requirements are **160 TOTAL ROOM NIGHTS** broken down as follows:

Room Type	2 Days Prior to Day 1 (Wednesday)	Day 0 (Thursday)	Day 1 (Friday)	Day 2 (Saturday)	Day 3 (Sunday)	1 Day Post-Event (Monday)
Single King	1	11	50	46	11	1
Double Queens or Kings	1	1	8	8	1	1
Accessible (Singles & Doubles)	0	0	3	3	0	0
Suites	0	0	7	7	0	0
<b>TOTALS BY DAY:</b>	2	12	68	64	12	2
<b>TOTAL ROOM NIGHTS</b>	<b>160</b>					

### Notes re Guest Rooms

- A combination of double occupancy and single occupancy room types are required – see above.
- Most rooms will be reserved vis-à-vis a rooming list provided to the hotel by AthletesCAN with room and taxes billed to the master account.
- The remaining rooms will be reserved via an online reservation link that the hotel will need to provide for some guests who will pay on their own and manage their own reservation.



- Preference is given to hotels that can offer a room rate for all room types that is below \$225 CAD per night (before tax).
- Guest rooms will need to include in-room complimentary WiFi.
- Some accessible rooms are required. The hotel must provide a detailed description of its accessible room types and the specific amenities in each room type (i.e. roll in/out showers, lower sides of bathtubs, lowered counter heights, lowered light switches, visual cues for emergencies, etc. etc.).
- Recommended hotels should be within walking/rolling distance of the main host venue and within walking/rolling distance of local coffee shops, bars and restaurants.
- The hotel must be fully accessible for a wide range of disabilities, including public spaces.

As part of the DMO's proposal, at least two (2) hotel options must be submitted for consideration, but not more than four (4) may be submitted.

## **F. Food & Beverage Requirements**

### **Meeting the Needs of High-Performance Athletes**

The nutritional needs of Canada's high-performance athletes are a critical consideration for both the Canadian Sport Awards and Forum. Athletes have highly specific dietary requirements, and we anticipate an above-average number of special meal requests. As such, it is essential that the selected host venue and hotel can accommodate a menu that goes beyond standard banquet offerings, providing fresh, nutrient-dense, and performance-oriented meal options.

The ability to deliver high-quality, healthy, and customizable food choices - including options that meet strict dietary needs such as high-protein, plant-based, allergen-free, and other specialized diets - is a key factor in the selection of the host venue (s) and host hotel. Flexibility and collaboration with experienced chefs and catering teams will be required to ensure that all attendees, particularly athletes, have access to meals that support their health, performance, and overall experience at the event.

Here is an overview of the meals that will be served throughout the 2-3 day program:

- Afternoon Snacks – Friday afternoon (Day 1) – for registration and arrivals
- Evening Cocktail Reception – Friday night (Day 1) – for the Canadian Sport Awards – there will be open bar with 1 or 2 drink coupons per person offered to each guest
- Evening Hospitality Suite / Athletes' Lounge – snacks and drinks provided on night of Day 1 and night of Day 2
- Evening Meal – 3 or 4-courses – Friday night (Day 1) - for the Canadian Sport Awards – there may be 3 main entrée options offered to attendees along with soup, salad and dessert plus wine served with dinner
- Hot Buffet Breakfast (x2) – Saturday morning (Day 2) at Forum and Sunday morning (Day 3) at Forum
- Morning Refreshment Break (x2) – Saturday morning (Day 2) at Forum and Sunday morning (Day 3) at Forum
- Hot Buffet Lunch (x1) – Saturday afternoon (Day 2) at Forum
- Grab & Go Cold Boxed Lunch (x1) – Sunday afternoon (Day 3) at Forum
- Afternoon Refreshment Break - Saturday afternoon (Day 2)

See details in Section H regarding food and beverage required for a Saturday night offsite social event activity.

## **G. Athlete Training & Wellness Activities & Spaces – Fully Accessible Facilities Required**

As part of the Forum program, dedicated breaks will be built into the schedule to allow athletes to maintain their training routines. It is essential that the host venue, host hotel, or nearby facilities provide access to appropriate training spaces, such as a gym, fitness center, pool, or sport-specific facilities, within walking distance.

Additionally, wellness activities, such as yoga, meditation, or guided recovery sessions, will be integrated into the agenda to support athletes' overall well-being. To facilitate this, we require access to suitable spaces - whether within the host venue or at a nearby studio or wellness facility - to ensure athletes can prioritize both their physical and mental performance throughout the event. Fully accessible spaces for all types of disabilities are required.

## **H. Offsite Social Event / Activity: A Fun & Engaging Experience**

On the evening of Day 2 (Saturday night), Forum participants will have the opportunity to unwind and connect in a relaxed, social setting. This offsite event should be casual, interactive, and engaging - allowing athletes and attendees to let loose and enjoy themselves after a full day of educational programming.

The experience should include a full meal (beyond just appetizers) and can take place at a ticketed sporting event happening in the host city during that time or at a venue that offers interactive entertainment, such as a bowling alley, pool hall, or other games-based facility. The facility and all activities offered must be fully accessible for all types of disabilities.

We encourage host destinations to propose unique and exciting options that showcase the best of their community while providing an enjoyable and memorable experience for our attendees. Proposals should outline potential venues, food and beverage offerings, and any other elements that would enhance this social event.

## **I. Financial Considerations & Hosting Fees**

The DMO Host partner will be positioned as the presenting sponsor of both the Canadian Sport Awards and the AthletesCAN Forum, and as such will be featured as the premier partner in all marketing, onsite activations, onstage acknowledgements, in paid and organic media and advertising, and wherever appropriate and feasible to do so.

The DMO Host partner is encouraged to engage local sponsors and funding partners, including provincial government, to be part of the event as cash or value-in-kind (VIK) partners subject to mutual agreement between event organizers and the Host DMO partner. Priority consideration will be given to Host DMO partners who can facilitate access to additional local or provincial government funding and grants that will allow the event organizers to deliver a unique and memorable event that showcases the event hosting assets of the host community.

NOTE: The federal government is a major funding partner for this event and may have some parameters or restrictions associated with its funding parameters that impact local and provincial funding partners. The details related to this (if applicable) will be captured in the hosting agreement with the DMO Host Partner to ensure there is no conflict of interest or overlap with funding commitments.

The investment that the DMO Host Partner will be expected to make is outlined as follows:

<b>Item</b>	<b>Fee</b>	<b>Notes</b>
Hosting Fee	\$20,000	This fee, combined with the additional expenses that the host DMO is responsible for (see below), will form the basis of the financial commitment on the part of the selected host DMO partner. A payment schedule for the hosting fees will be mutually agreed upon.

Bid Review Site Visit	Estimated \$1500 to \$3000	This visit provides an opportunity for event organizers to experience the proposed venues, accommodations, and overall destination firsthand. To facilitate this process, the host community is expected to cover all associated expenses, including airfare, accommodations, meals, and ground transportation for 1-2 representatives from AthletesCAN. This ensures the event organizers can fully assess the city's assets, while allowing the destination to showcase its unique offerings in the best possible way. The exact timing for site visits will be confirmed at a later date but are expected to take place in summer 2025 for DMOs bidding on hosting the 2026 edition of the event and in late 2025 / early 2026 for DMOs bidding on hosting the 2027 edition of the event.
Pre-Event Site Visit (6 to 10 months prior to the event)	Estimated \$1500 to \$3000	The DMO Host Partner will be responsible for covering costs for 1-2 representatives from AthletesCAN for a pre-event site visit (following confirmation of the hosting partnership) to allow the event organizers to revisit the host community and selected venues in preparation to host the event.

#### **J. Attendance at 2025 Canadian Sport Awards and 2025 AthletesCAN Forum**

The DMO Host Partner will be invited to attend the 2025 editions of the events taking place in Calgary on October 3-5 for the purpose of transfer of hosting knowledge for the following year. The DMO Host Partner will be provided with two (2) complimentary tickets to the Canadian Sport Awards and access to certain elements of AthletesCAN Forum.

DMO Host partners who are interested in sponsoring an element of the 2025 edition of the events should express interest in doing so as part of their bid proposal. Priority consideration will be given to DMOs who are able to invest additional funds into the 2025 events for the purpose of promoting themselves as the incoming host city and creating excitement and anticipation amongst attendees in 2025 who will be invited to attend in 2026 or 2027.

#### **K. Proposals / Questions / Timelines**

The RFP and bidding process is managed by iSPARK Consulting Inc. on behalf of AthletesCAN. All communication related to this RFP should be directed to iSPARK.

Bids will only be accepted by DMOs. Venues may not bid to host the event on their own unless it is done in partnership and with support of the local DMO, hotel association, or any other tourism authority.

The bidding process is:

**Step 1:** Submit a max 2-page letter of intention to bid by May 30, 2025. The payment of the \$300 bid fee to AthletesCAN is due by June 15, 2025.

The letter of intention to bid must include a statement confirming the bidding DMO can meet the required financial commitment (see section I).

The letter must also indicate whether the Host DMO will be bidding to host the 2026 or the 2027 edition of the event. Bids for two consecutive years (both 2026 and 2027) will also be considered.

The letter should be signed by the most senior person within the organization.

The letter should provide a list of any potential sponsors, partners, or grants available (or being pursued) if the event is held in the proposed destination.



The letter should be address to Alicia Renaud-Paquin of AthletesCAN, but sent to Krista Benoit, iSPARK Consulting at [krista@isparkconsulting.ca](mailto:krista@isparkconsulting.ca).

The bid fee should be made payable to:

AthletesCAN

613-80 Mill Street | Toronto, Ontario | M5A 4T3

EFT Instructions: Transit # 23886 | Institution # 001 | Account # 1036-637

E-transfer instructions: Send payment to [finance@olympic.ca](mailto:finance@olympic.ca) and reference **AthletesCAN RFP**. Set the password for the transfer as: ACRFP

**Step 2:** Submit a full bid proposal by Friday, June 27, 2025, at 5 pm ET.

Proposals from bidding DMOs must include the following:

- A brief description of the host city.
- The potential event date (s) that the DMO is offering for the event. At least two sets of event dates must be submitted that align with the windows of time identified in section D.
- List of recommended host venues that meet the venue requirements for all meeting space (see section E and Appendix 1) with pricing and that have availability that aligns with the proposed event dates. Floorplans and capacity charts for the suggested meeting spaces at each venue must be included.
- A list of recommended local independent caterers or a link to catering menus for venues offering in-house food and beverage services (with pricing) and an overview of how caterers or in-venue food services will meet the specific needs of athletes (See Section F).
- The name of the AV provider (s) affiliated with any venues being proposed for event spaces.
- A list of at least 2 suggested offsite activities/venues/events for athletes to participate in on Saturday night (see section H).
- A list of 2 to 4 hotels located within a 5-mins walk/roll of the recommended host venues (see section E) and the anticipated guest room rate during the suggested event dates at each property.
- Detailed descriptions of the hotel room types being proposed by the suggested host hotels. See Section E.
- Any other unique or creative offerings that the DMO Host Partner can offer that will enhance the event and attendee experience, including commitment to attending the 2025 editions of the event and/or sponsoring an element of the 2025 events (if applicable). See section J for more information.

The full bid proposal should be co-addressed to AthletesCAN and iSPARK Consulting, but should be sent to Krista Benoit, iSPARK Consulting at [krista@isparkconsulting.ca](mailto:krista@isparkconsulting.ca).

### Other Important Dates & Bidding Information

Upon receipt of bid proposals (as per Step 2), there will be a review process. Bidders may be required to clarify elements of their bid or provide more information after completing Step 2.

Bids will be short-listed and short-listed DMOs will be required to host a site visit for key decision-makers responsible for selecting the host city. See more info in Section I.

The target date for confirming the selection of the 2026 Host DMO partner (signed venue contracts and signed hosting agreement with the DMO host partner) is September 5, 2025.

The target date for confirming the selection of the 2027 Host DMO partner (signed venue contracts and signed hosting agreement with the DMO host partner) is first quarter of 2026.

AthletesCAN reserves the right to re-open the bidding process if no suitable proposals are received. Additionally, AthletesCAN retains the right to decline all submitted bids if none reasonably meet the event's requirements.

### **Bid Evaluation Criteria**

Bid proposals will be evaluated on several metrics, including:

- Logistical fit of meeting space, venues, hotel and offsite spaces/venues (including accessibility for athletes with a disability)
- Financial considerations (resources and commitments offered by the bidding DMO).
- Potential partnerships offering cash or VIK sponsorship, funding or grants or any products or services that could offset line items in the event budget that the host DMO partner can facilitate (if applicable).

This event does not follow a geographic rotation schedule. All locations across Canada are eligible and will be considered equally, with no preference given to any specific province or territory. Multi-year hosting proposals will be considered.

### **Questions?**

Questions should be directed to Krista Benoit, President & CEO of iSPARK Consulting Inc. on behalf of AthletesCAN (Tel: 819-682-5298 or [krista@isparkconsulting.ca](mailto:krista@isparkconsulting.ca)).

DMOs who would like to book a one-to-one meeting to discuss or review the bidding requirements for this event, may select a 30-minute meeting with Krista Benoit by clicking [here](#).



# AthletesCAN



## Perdita Felicien

OLYMPIAN, 2-TIME WORLD CHAMPION, ATHLETICS

“The AthletesCAN Forum was truly multifaceted, and the presence of the media throughout the event was testament to the profile of it. Forum doesn’t just educate athletes and inform them about the business side of sport. Since its inception, the Forum has been a positive presence in every city that has been lucky enough to host it.

## Lauren Adolph

TEAM CANADA, RHYTHMIC GYMNASTICS

“My experience at the AthletesCAN Forum made me truly believe in the power of sport. I learned that sport can change our health, our communities, and the way we connect with each other. I truly believe sport develops forward-thinking leaders, promotes responsible citizenry, prevents crime, and inspires kids to think more, dream more, be more. I couldn’t be more proud to be part of this event!



## Thomas Marks

OLYMPIAN, WATER POLO

“When I attended AthletesCAN Forum in 2008 in Mississauga, there was no doubt that our presence made an impact on the people of Mississauga. We had an opportunity to energize the local youth to become more active, so Forum actually left a legacy of grassroots sport development and overall public health and fitness in our host community.

## Iain Brambell

OLYMPIC BRONZE MEDALIST, ROWING

“The fact that the AthletesCAN Forum travels to a different province or territory each year provides a national sensation and awareness about high performance athletes who represent Canada domestically and on the world stage. It helps to showcase the various host cities and their sport hosting capabilities.



## APPENDIX 1: Event Schedule & Meeting Space Requirements

<b>Day 1 - Event Set-Up &amp; Canadian Sport Awards (Friday)</b>	
<b>Activity</b>	<b>Description of Space &amp; Notes</b>
Events Team Office Space (8 am to 11 pm)	A small meeting room or lounge or boardroom for event volunteers and the event planning team. Preferred size for this space is 500 to 800 square feet. The space will be set up with some workstations, casual seating or 1 round table with 5-8 chairs. A permanent boardroom set-up would also be feasible.
Awards Space & Pre-Function Cocktail Reception Space (set-up in the morning / early afternoon; event scheduled from 5 pm to 10 pm)	<p>A meeting/event space with area for a stage, tech table, and round-table seating for up to 200 people. At least 5000 square feet (7000+ preferred) is required due to wide spacing between tables (to accommodate wheelchair users) and the stage set-up which includes a ramp.</p> <p>The awards format includes a cocktail reception followed by a plated dinner with awards presentations on stage.</p> <p>Evening Cocktail Reception - there will be open bar with 1 or 2 drink coupons per person offered to each guest plus wine served with dinner</p> <p>Evening Meal - 3 or 4-courses - there may be 3 main entrée options offered to attendees along with soup, salad and dessert</p>
Hospitality Suite / Room (set-up - 7 pm to 10 pm / event scheduled from 10 pm to midnight)	This space is used as a casual lounge area for athletes over the course of the 3-day event. This space is best suited at the host hotel and will need to be set up with food and beverage and casual seating with space for wheelchair athletes to maneuver. This room is best situated away from other meetings or guest rooms as athletes will be playing music (to avoid disturbing others).
Registration Area (3 pm to 10 pm)	<p>A pre-function space located near or in the cocktail reception area (see above) with coat check area (or space for coat racks) and space for 2-3 registration tables.</p> <p>There may be a need for a 2<sup>nd</sup> registration area earlier in the day at the host hotel.</p> <p>Afternoon snacks may be served mid-afternoon.</p>
<b>Day 2 - Event Day - AthletesCAN Forum (Saturday)</b>	
<b>Activity</b>	<b>Description of Space &amp; Notes</b>
Events Team Office Space (8 am to 11 pm)	Same requirements as previous day.
Forum Conference Plenary Space (8 am to 6 pm) and Foyer / Pre-function space	<p>Same room / space as what is used for CSA's the night before. The space will need to be re-worked following the conclusion of the CSA's on Friday night to be slightly adapted to a conference setting on Saturday and Sunday.</p> <p>Two meals will be served in this room - a hot buffet breakfast and hot buffet lunch.</p> <p>A morning and an afternoon refreshment break will be served in the foyer.</p>
Hospitality Suite / Room (all day until midnight)	Same requirements as previous day.
Registration Area (8 am to 6 pm)	Same requirements as previous day.
Offsite Social Event & Dinner (5 pm to midnight)	Dinner will be provided to Forum attendees as part of the offsite evening social event planned. See section H for details on this aspect of the event program.
<b>Day 3 - Event Day - AthletesCAN Forum (Sunday)</b>	
<b>Activity</b>	<b>Description of Space &amp; Notes</b>
Events Team Office Space (8 am to 3 pm)	Same requirements as previous day.

Forum Conference Plenary Space (8 am to 3 pm) and Foyer / Pre-function space	Same requirements as previous day.
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**Probable (Sample) Layout/Floorplan for the Canadian Sport Awards**

