



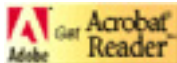
Workshop Preparation for Educators

The information in the following pages will make sure you have a smooth and productive trip

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**If you need us in Vancouver,
our mobile numbers are;**
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Dates: 27-29 May 2006
Venue: The Versailles Ballroom,
The Sutton Place Hotel, 845 Burrard Street
Vancouver, British Columbia, Canada, V6Z 2K6
Tel: +1 604.682.551
Fax: +1 604.682.5513
Web: <http://vancouver.suttonplace.com/>

Check-in time is 15:00
Check-out time is 12:00 noon.

Rough currency guide
US \$1 = CAD \$1.18
See this link for latest rates
www.x-rates.com/

Booking your hotel room

We do this for you, as long as you tell us your arrival and departure dates and times at least six weeks before the first day of the event, after which time we can not guarantee an hotel room for you. Each night cost CAN\$230.49 for single or double occupancy inclusive of all taxes.

We will confirm your booking by email - you do not need a booking reference number. Cancelling your attendance within 28 days of the event will mean a charge of one night to cover the accommodation we have booked for you.

Forwarding materials to the hotel

Please send to the following address

The Sutton Place Hotel, 845 Burrard Street Vancouver, British Columbia, Canada, V6Z 2K6, Attention Mimi Yeo, For the Alphe Workshop.

Mark your materials "Information materials for conference" and give the insurance value as zero. This will help avoid customs delays and taxes. Check with your courier company that the materials have been delivered successfully before you leave home. Make sure that your materials don't arrive more than seven days before the workshop starts.

Visas

A list of countries whose citizens require visas in order to enter Canada is at the following website www.cic.gc.ca/english/visit/visas.html

Apply for your visa at least two months before Alphe.

Itinerary

Saturday 27 May 2006

18.30 - 19.30 Registration
18.30 - 19.30 Educators set up their tables and stands
19.30 - 22.30 Welcome Reception

Sunday 28 May 2006

08:00 Venue opens - Alphe staff available.
09.00 - 13.00 Alphe meetings (30 minutes each)
13.00 - 14.30 Lunch (not included)
14.30 - 17.30 Alphe meetings

Monday 29 May 2006

08.00 Venue opens
09.00 - 13.00 Alphe meetings (30 minutes each)
13.00 - 15.00 Working Lunch (included)
15.00 Clear venue

Making appointments with agents

It is best to email agents, when you first get the list of attendees, and ask them for an appointment. Persistence is necessary, as some agents prefer to make appointments at the

- workshop itself. If you are having trouble getting appointments via email, pick up the phone and call them.
- If an agent misses an appointment, and you can't find them yourself, come and fill out a no-show form at the Alphe Desk. We will try to find the agent for you and reschedule the appointment.
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Appointments

- You will meet dozens of people, so bring a camera and a questionnaire with the main topics you want to cover. Remember, the real work will start when you get home - the follow-up is the most important part of workshopping, so don't let your contacts forget about you.
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Events

- During Alphe, there will be a complimentary reception after registration on the first night, with canapes and drinks available. There will also be a complimentary lunch on the last day, to wind up affairs in a convivial manner.
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Hotel services

- The Sutton Place has a pool and gym. At the other end of the scale, watch out for the unique Chocoholic Bar, the city's only all-you-can-eat chocolate buffet. Famous with local Vancouverites, the Chocoholic Buffet provides delectable offerings including an array of home made luscious cakes, pastries, pies, exquisite sorbets and ice creams. Also featured are the Bar's own renowned Brittany crêpes, a house specialty made in front of you. Join The Sutton Place Hotel's Master Chocolatier and Pastry Chef Wolfgang Dauke for an evening of sinful delights. The Chocoholic Bar is offered in two seatings, from 6:00 p.m. to 8:30 p.m. and 8:30 to 10:00 p.m. on Thursdays, Fridays and Saturdays at the Fleuri Restaurant, located on the lobby level. The buffet is CAN\$22.00 per person (excluding coffee and tea). Call the hotel to reserve your place on +1 604 642-2900.
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Mobile telephones

- Most mobile telephones with triband work in Canada.
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Around the hotel

- The Sutton Place is right in the heart of Vancouver just a block away from Robson Street, the shopping mecca, and close to a host of diverse restaurants.
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Airports

- Vancouver International Airport is 12km away from the hotel and takes 30 minutes by car.
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The Subway/Skytrain is a five minute walk away from the hotel.

- An airport shuttle service from the hotel costs CAN\$12 per person one way.
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Getting around

- Taxi cabs are safe and can be taken from the front of the hotel. You can also hail a taxi from the street. Many sights close to the hotel are within walking distance.
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Tourism

- Grouse Mountain - just 15 minutes from the hotel.
- Gastown - historic village a short walk away.
- Whistler Mountain - two hours from the hotel, summer skiing on the glacier!
- Whale watching, salmon and trout fishing, golf.
- For more information on Vancouver's tourist attractions visit the website:
<http://www.tourismvancouver.com/>