

Checklist (day of the visit)

Delegation name: _____

Arrival Date: _____

	Articles	Person Responsible
<input type="checkbox"/>	Coffee, tea, thermos	
<input type="checkbox"/>	Milk, sugar	
<input type="checkbox"/>	Cups, glasses	
<input type="checkbox"/>	Water pitcher	
<input type="checkbox"/>	Food (if applicable)	
<input type="checkbox"/>	Information folders	
<input type="checkbox"/>	Gifts	
<input type="checkbox"/>	USB key for presentation (if applicable)	
<input type="checkbox"/>	Copies of the agenda	
<input type="checkbox"/>	Pens	
<input type="checkbox"/>	Badges (nametags / tentcards) et pins	
<input type="checkbox"/>	Bus tickets	
<input type="checkbox"/>	Coupons Taxi	
<input type="checkbox"/>	Umbrellas	

Transport at the end of the visit

- **TAXI:**
 - Blue Line Taxi Co Ltd: (613) 238-1111
 - Capital Taxi : (613) 744-3333

- **BUS:**
 - 97 Airport