EXPERT'S GUIDE



stratégies 14 PME ÉDITION

POUR
ACCÉLÉRER
VOTRE
CROISSANCE

TABLE OF CONTENTS

QUICK REFERENCE 4

KEY DATES 5
EVENT SCHEDULE 7
ORGANIZER CONTACT INFORMATION 7
CONTACT PERSON 7
HOTEL 8

ADVISORY SPACES 9

FLOOR PLAN 10
ASSIGNMENT OF ADVISORY SPACES 11
DELIVERY OF YOUR MATERIALS AND YOUR ADVISORY SPACE 11
SETUP OF ADVISORY SPACES 12
DESCRIPTION OF ADVISORY SPACES 13
INTERIOR WALL DIMENSIONS 14
USE OF THE ADVISORY SPACE 15
STORAGE SERVICE 16
ACCESS TO THE EVENT HALL 16
EXPERTS' COCKTAIL 16
SIGNAGE 17
STAFF ON DUTY AT THE EXPERT'S ADVISORY SPACE 18
EXPERTS' BRIEFING 19
INVITATIONS TO STRATÉGIES PME 19

CONFERENCES 20

CONFERENCE LOGISTICS 21
CONFERENCE EQUIPMENT 23

TEARDOWN 24

CLEANING OF ADVISORY SPACES 25
RECYCLING POLICY 25
TEARDOWN 26
PARKING 26
COAT CHECK 27
EXPERT'S LIABILITY 28

IMPORTANT

Experts agree to read this «Expert's Guide» and comply with all instructions it contains. An acknowledgment of reading is required in the «Exhibitor Guides» section under the «Experts» tab on our website. Experts also agree to forward this guide to every member of their team attending STRATÉGIES PME. In that section of our website, you will also find helpful tips to maximize the impact of your participation and conference presentation. As the event organizer, STRATÉGIES PME reserves the right to refuse access to any expert who fails to comply. Elements of this guide are subject to revision or modification at any time.



01 ..... QUICK REFERENCE

KEY DATES

DEADLINE	ACTION
NO LATER THAN **SEPTEMBER 15**	Send the detailed outline, along with **a draft visual of your conference** presentation, to the STRATÉGIES PME team for approval at **service@groupe-lgx.com**. * if you are giving a conference presentation
NO LATER THAN **OCTOBER 1**	Submit your **personalized passes** form Passes
NO LATER THAN **OCTOBER 23**	**Confirm that you have read** this Expert's Guide on our website. Confirm my reading
NO LATER THAN **OCTOBER 29**	If you anticipate any **additional electrical** or internet requirements for your advisory space (Booth) , please use the «Internet» and «Electricity» sections of the «Additional Orders Form,» which can be found under the «I AM AN EXPERT» tab on our website. Additional Orders Form
NO LATER THAN **OCTOBER 29**	If necessary, please send your **requirements and printing files for your advisory** space (booth) via email to **service@groupe-lgx.com**.
NO LATER THAN **OCTOBER 29**	**Plan your requirements for the setup**, décor, and furnishings of your advisory space (booth) in advance. If you anticipate any additional needs, please use the «Decoration» section of the «Additional Orders Form,» which can be found under the «I AM AN EXPERT» tab on our website. Additional Orders Form

DEADLINE	ACTION
NO LATER THAN **OCTOBER 29**	Plan your **handling requirements** for the delivery of your items. If you anticipate any additional needs, please use the «Handling» section of the «Additional Orders Form,» which can be found under the «I AM AN EXPERT» tab on our website. For standard needs, carts will be available on site, in limited quantities. Additional Orders Form
NO LATER THAN **OCTOBER 29**	If you anticipate any audiovisual or computer equipment requirements for your advisory space (booth), please use the «Audiovisual» form located in the «Supplier Orders» section of the «Experts» tab on our website. Additional Orders Form
NOVEMBER 16	**Setup** of your advisory space (booth) from 12 p.m. to 6 p.m.
NOVEMBER 17 AND 18	**Bring a USB key** containing your conference presentation so that it can be loaded onto our computers in the conference room. Please note that our computers run Windows and that Keynote presentations are not supported. You may also bring your own **laptop** if you prefer (including the charging cable). * if you are giving a conference presentation
NOVEMBER 18	**Teardown** of your advisory space (booth) from 5:15 p.m. to 9 p.m.

EVENT SCHEDULE

DATE	SETUP*	OPEN TO THE PUBLIC**	EXPERTS' COCKTAIL	TEARDOWN
MONDAY **NOVEMBER 16**	12 P.M. TO 6 P.M.			
TUESDAY **NOVEMBER 17**		8 A.M. TO 5:15 P.M.	FROM 5:15 P.M.	
WEDNESDAY **NOVEMBER 18**		8 A.M. TO 5:15 P.M.		5:15 P.M. TO 9 P.M.

* Please refer to the paragraphs below entitled «Delivery of your materials and your advisory space (booth)», «Setup of advisory spaces (booths)», and «Teardown».

** Please note that experts have access to the exhibition hall half an hour before opening and half an hour after closing. All advisory spaces (booths) must remain open and fully staffed during official opening hours, failing which penalties may apply.

ORGANIZER CONTACT INFORMATION

GROUPE LGX
201-1652, avenue Bourgogne
Chambly (Québec) J3L 1Y7
www.strategiespme.com
450-403-3444

CONTACT PERSON

Nathaly Ashby
service@groupe-lgx.com
450-403-3444

Schedule a meeting

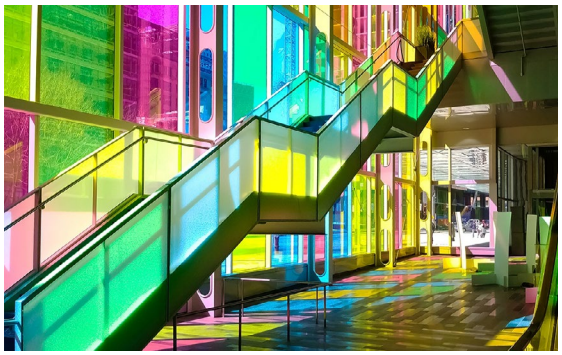
EVENT LOCATION

PALAIS DES CONGRÈS DE MONTRÉAL

Room 220 CDE

201, rue Viger Ouest
Montréal (Québec) H2Z 1X7

www.congresmtl.com
info@congresmtl.com
Tél : 514-871-8122
Toll-free: : 1-800-248-8122
Fax : 514-871-9389



IN COLLABORATION WITH THE HOTELS

LE DAUPHIN
MONTRÉAL CENTRE-VILLE



Le Dauphin Montréal Centre-Ville

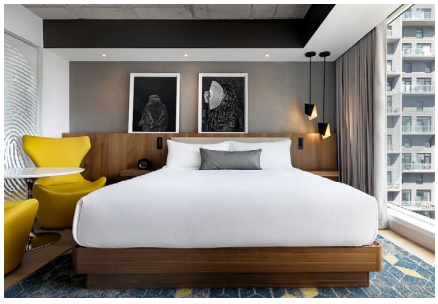
1025, rue de Bleury, Montréal (Québec) H2Z 1M7

184$ + tx/night – Single or double room
Complimentary continental breakfast
Complimentary WiFi

To make a reservation, please contact the hotel directly at 514-788-3888, or book online using the following group code: 11162026STRATPME

*A block of rooms is being held until October 15, 2025. After that date, room availability cannot be guaranteed.

HUMANITI
MONTRÉAL • HÔTEL



Please mention **Stratégies PME to receive the special rate !**

Hôtel HUMANITI

340 rue de la Gauchetière Ouest, Montréal, QC, H2Z 0C3

299$ + tx/night – Room with 1 king bed or 2 queen beds
Access to the pool, sauna and fitness centre
Complimentary WiFi

To make a reservation, please contact the hotel directly at 514 657 2595

*A block of rooms is being held until October 15, 2025. After that date, room availability cannot be guaranteed.

02

FLOOR PLAN

FLOOR PLAN


SALLE 5
SALLE 4
SALLE 3
SALLE 2
SALLE 1
AIRE DE REPAS
AIRE DE REPAS
SORTIE
ENTRÉE
ENTRÉE/ SORTIE

ASSIGNMENT OF ADVISORY SPACES (BOOTHS)

Stratégies PME reserves the right to assign the location of all advisory spaces (booths). Stratégies PME also reserves the right to refuse an expert if the mission, services or products of that company do not correspond to the purpose of the event. Stratégies PME further reserves the right TO EXPEL an expert whose conduct is inappropriate during the event. Please note that it is our policy not to assign adjacent locations to two organizations **that have selected the same area of expertise** in the Stratégies PME program. Please note that this policy will be revised in August.

DELIVERY OF YOUR MATERIALS AND YOUR ADVISORY SPACE (BOOTH) TO THE PALAIS DES CONGRÈS

To deliver your materials and your advisory space (booth), you must report to **loading dock number 13, 14, 15 or 16 in order to access room 220 CDE of the Palais des congrès**, located at:

163 Rue Saint-Antoine O,
Montréal, QC, H2Z 1H2

You must deliver your materials to your advisory space (booth) **on Monday, November 16 between 12 p.m. and 6 p.m.** Any materials delivered before that date or outside the requested hours will be returned to the sender.

The Palais des congrès de Montréal acts as the exclusive handling contractor for Stratégies PME and is the only party authorized to operate lifting equipment. **Experts who need a forklift to unload their vehicle must reserve one on our website**. Additional fees will apply. To order handling services, please use the «Handling» section of the «Additional Orders Form,» which can be found under the «I AM AN EXPERT» tab on our website.

For light handling, **the expert must ensure they have the labour needed to move their materials from the receiving dock to their advisory space (booth)**. A limited number of carts will be available free of charge at loading dock 13, 14, 15 or 16. **The expert may not leave a vehicle at the dock while setting up their advisory space (booth)**. As soon as the materials have been unloaded, the vehicle must be moved outside to free the dock.

SETUP OF ADVISORY SPACES (BOOTHS)
ROOM 220 CDE

Setup of advisory spaces (booths) takes place on **Monday, November 16 between 12 p.m. and 6 p.m.** No advisory space (booth) may be set up after this period. The expert must remain within the space allotted to them.

No overflow onto a neighbouring space or into the aisles will be tolerated.

No element of your own layout may obstruct the visibility of neighbouring advisory spaces (booths)

No sign or decoration may exceed the height of 91'' of the rigid walls.

* Booths 20 x 20 and larger may exceed this height

Installing swings or marquee-style tent structures in the advisory space is prohibited. The expert will not use any flammable decoration or covering in their advisory space (booth). All fabrics and other materials used for decorative purposes must be flame resistant. The expert will comply with all fire regulations.

When the setup period opens, the structure of your advisory space (booth) will already be installed (rigid walls, carpet, counter, stools and expertise sign), as illustrated in the following section. Some advisory spaces (booths) will contain an electrical transformer installed by the Palais des congrès. This transformer may be concealed behind a black-draped table.

DESCRIPTION OF THE ADVISORY SPACE (BOOTH)

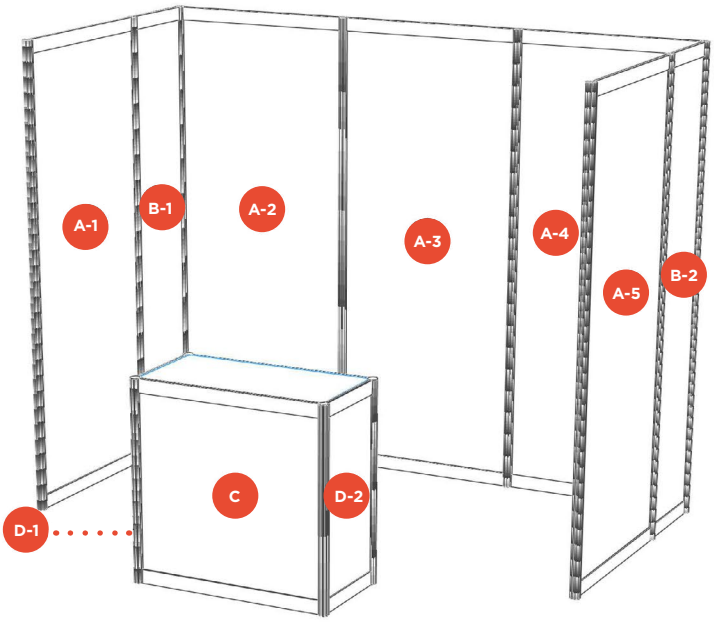
Reserving an advisory space includes, for every 100 square feet reserved (117 inches wide X 120 inches deep):

- 7 WHITE walls (rigid panels);
- 1 black carpet covering the entire advisory space;
- 2 stools;
- A mandatory counter (high table) with an identification column reserved for the organization. The counter must be located at the front, in the centre of the advisory space (booth). See the image on the following page for dimensions.
- 1 panel 18'' X 24'' identifying your advisory space (booth) number, the area of expertise you selected when reserving with Stratégies PME, as well as the title of your chosen conference when applicable. This panel may not be moved under any circumstances;
- 1 wastebasket;
- One wireless Internet access point is included, with a bandwidth of 10 Mbps.. If you require additional access points or higher speeds, you can order them using the «Internet» section of the «Additional Orders Form» under the «I AM AN EXPERT» tab on our website;
- One 15A / 120V / 1500W electrical service is provided. If you require additional connections or higher power capacity, you can order them using the «Electricity» section of the «Additional Orders Form» under the «I AM AN EXPERT» tab on our website;



- The panels of your advisory space (booth) and those of the counter may be customized for an additional fee. You can order this using the «Booth Printing» section of the «Additional Orders Form» under the «I AM AN EXPERT» tab on our website.

INTERIOR WALL DIMENSIONS



A	38.125'' x 91''	**5**
B	18.5'' x 91''	**2**
C	38.125'' x 35.5''	**1**
D	18.5'' x 35.5''	**2**

Every expert must use the counter (installed at the front and centered) and the Stratégies PME expertise signage, both provided free of charge by the organization. You may place your decoration order using the «Decoration» section of the «Additional Orders Form» under the «I AM AN EXPERT» tab on our website. You will also find all other available supplier order options in the «Additional Orders Form» under the «I AM AN EXPERT» tab on our website.

Some experts will find a display stand on their counter containing a certificate of excellence if they received one at the last Stratégies PME edition. These certificates of excellence are awarded to experts who exceeded the average appreciation rating for their conference.

Some experts will have a giant TOP EXPERT arrow suspended above their advisory space. Having distinguished themselves at our previous editions through their conference, they were able to enroll in our TOP EXPERT visibility campaign.

* Please note: if the location of your advisory space (booth) is one of the following — **519-618-818-1118-1418** — a column restricts the interior space of your 10x10 booth, as indicated on your invoice. Do not hesitate to contact us for further details.

USE OF THE ADVISORY SPACE

The expert agrees to comply with all standards of use for their advisory space (booth) as outlined in this guide for the entire duration of the event. STRATÉGIES PME reserves the right to relocate any advisory space (booth) at any time. The expert and their representatives must conduct themselves professionally; STRATÉGIES PME reserves the right to revoke the participation rights of any disruptive or unprofessional individuals, as well as to limit or remove any presentations that are distracting or detract from the core purpose of the event.

Advisory spaces (booths) must be ready before the event opens. Stratégies PME has the right to reassign an advisory space (booth) at its discretion if an expert has not shown up or has not finished setting up their advisory space (booth) by Monday, November 16 at 6 p.m. The expert will bear the cost of any additional equipment or service required for their respective presentation space. The expert will not lend, sublet, share or divide all or part of their allotted space or their conference, and will not have representatives, products, equipment, signs or printed materials other than those of their own company in the exhibition space, without the written consent of Stratégies PME. The expert must provide the power bars, extension cords or any other item needed for their setup.

Stratégies PME has the right to use the image of any person and/or any product displayed in photographs and in any other media, whether known or yet to come. The expert waives their right to inspect or approve the finished product, including written or electronic copies. The expert also waives all rights, royalties or any other compensation arising from the use of photography or any other media. Any media activity carried out inside the event hall, whether organized by the expert or not, must first receive written approval from Stratégies PME.

It is important to note that an expert may not serve any form of food, beverage or coffee in their advisory space. Should an expert breach this rule, the Palais des congrès is entitled to impose a financial penalty of $500. In order to serve beverages, coffee and food during the event, you must go through the exclusive food service of the Palais des congrès. Noémie Pilon of Maestro can answer your questions as needed. Attached are the forms to complete and return if you wish to place an order with Maestro.



Noémie Pilon

FOOD SERVICE

Finally, **handing out bags of any kind to attendees or executives present is strictly prohibited.**

STORAGE SERVICE

During the event, experts may store a portion of their materials in a designated area at the Palais des congrès. This storage must be arranged on setup day by reporting to the Palais des congrès booth located within the STRATÉGIES PME exhibition hall.

You will receive identification stickers for each of your boxes. On each sticker, you must clearly write your organization's name and your advisory space (booth) number. Once labeled, leave your boxes in front of your advisory space (booth) when you depart on setup day.

Your boxes will be returned to your booth (advisory space) at the close of the event, after the decorator has removed the aisle carpets. Please allow 30 to 60 minutes following the close of the event to collect your boxes.

Please note that storing combustible materials behind and between advisory spaces (booths) is strictly prohibited.

ACCESS TO THE EVENT HALL

A cocktail reception reserved for experts with a valid pass will be held on Tuesday, November 17, starting at 5:15 p.m. in the dining area. All participating experts are invited to gather and connect at the close of the event's first day. Please note that regular attendees and visitors are not permitted at the cocktail reception.

EXPERTS' COCKTAIL

A cocktail reception reserved for experts holding their pass will be served free of charge by M2S ÉLECTRONIQUE on Tuesday., November 17 from 5:15 p.m. in the dining area. All experts present will then be invited to meet at the close of the first day of the event. Please note that no visitor may be present at the cocktail reception.

SIGNAGE

The mandatory STRATÉGIES PME expertise identification sign integrated into the counter, which is itself mandatory in every advisory space (booth), must not be obstructed or modified in any way. In addition to the area of expertise selected upon booking, this sign will display your advisory space (booth) number and, when applicable, the title of your conference. No signage of any kind is permitted outside your advisory space (booth) or inside the conference rooms. Furthermore, signs may not be hung from the walls or ceilings of the Palais des congrès de Montréal. All demonstration equipment and staff/handlers must remain entirely within your designated advisory space (booth).

No overflow onto a neighbouring space or into the aisles will be tolerated.

No element of your own layout may obstruct the visibility of neighbouring advisory spaces (booths)

No sign or decoration may exceed the height of 91'' of the rigid walls.

* Booths 20 x 20 and larger may exceed this height

Experts must ensure that the front and back surfaces of any custom or brought-in panels are properly finished so as not to appear unsightly to neighbouring advisory spaces (booths). If a booth fails to meet these standards, STRATÉGIES PME will authorize its official supplier to make the space presentable at the expert's expense. All promotional items and documentation must remain strictly within your advisory space (booth). Storage behind your booth, as well as near electrical panels or emergency exits, is strictly prohibited. Unused materials must be stored neatly under your tables or kept in your vehicle.

If you wish to hang items directly on the rigid walls of your advisory space (booth), you may use 3M adhesive strips so as not to damage them. You can also customize your booth walls and counter panels. To do so, please refer to the «Decoration» section of the «Additional Orders Form» under the «I AM AN EXPERT» tab on our website.

STAFF ON DUTY AT THE EXPERT'S ADVISORY SPACE

On setup day, we will provide event passes for the team members staffing your advisory space (booth) during the two-day event (up to a maximum of six passes per 100 sq. ft. reserved). Passes are either generic or personalized with your organization's name and individual team members' names. For security purposes, all booth representatives must wear their passes at all times.

To finalize event logistics, please ensure you complete the personalized pass request form. Stratégies PME must receive the completed form before October 1; no changes to personalized passes will be accepted after this date. Stratégies PME is not responsible for outdated or incorrect information submitted on the form. If an issue arises with personalized passes, generic passes will be provided instead.

Soliciting during the event is reserved for experts who have paid for an advisory space (booth). If you witness visitors or experts being solicited by organizations that do not have an advisory space (booth), please inform a member of the Stratégies PME organization as quickly as possible. Anyone found in breach will be removed from the hall and barred from future access.

Stratégies PME requires that staff from your organization be present at all times in your advisory space (booth) during the event's opening hours (8 a.m. to 5:15 p.m.). Anyone in breach of this directive will be charged a fee of $1,000 and will lose the opportunity to take part in future Stratégies PME events.

A food concession will be available in the hall for visitors and experts from 7:30 a.m. to 5:15 p.m. each day. You will also find several restaurants at the Palais des congrès. Parking and food are at your organization's expense. You will receive two coupons per day at your advisory space (booth) to obtain coffee from the Palais des congrès food concession located in our event hall. Two bottles of water per day will be placed at your advisory space (booth) in the morning, and you will find water refill stations throughout the day inside the Palais des congrès.

MAXIMIZE THE IMPACT OF YOUR PRESENCE

EXPERTS' BRIEFING

On the morning the event opens, Tuesday, November 17 at 7:45 a.m., a short reminder of the guidelines for experts will be held in the INTUIT QUICKBOOKS room. We will go over the essential points related to your presence. It will end before the day opens to visitors.

INVITATIONS TO Stratégies PME

NEW: **Your efforts will be directly rewarded!** Every targeted visitor who attends the event thanks to one of your invitations will improve your priority for the next edition. Specifically, each ticket distributed and redeemed moves you one day ahead in the selection order, giving you a significant advantage in choosing your booth location and your conference sessions before other exhibitors. By inviting your network and pre-registering quickly, you are investing not only in the success of your participation this year, but also in the best opportunities for the next edition. Early bookings also allow exhibitors to choose their location sooner and secure their presence before the most sought-after spaces are assigned or the conference sessions are no longer available.

As for distribution, our team can take care of it for you: simply send us your email addresses. Otherwise, it's very easy to do it yourself online through our form.

One last tip: pre-register early! Beyond ensuring that your area of expertise is still available, pre-registration gives you a better priority ranking for the following edition. That means a wider choice of booth locations, better time slots for your conference sessions, and priority access to the best opportunities.

Booking a location gives you access to 25 pairs of complimentary tickets that can be distributed to your clients and/or prospects. These tickets grant access to both full days of the event. Since Stratégies PME is aimed exclusively at executives of growing SMEs, we ask that you ensure your complimentary tickets end up in their hands. En moyenne, 16 clients de chacun de nos experts se déplacent à l'évènement. Notre expérience nous montre que les exposants qui obtiennent le plus de valeur de leur présence sont ceux qui invitent activement leurs clients dans les semaines précédant l'événement. Plus vos clients savent que vous y serez, plus ils viendront vous voir sur place. Plusieurs experts nous ont mentionné à travers les années que ces visites consolident la relation avec leurs clients. Please also note that contests, prize draws, and any other form of mass distribution (e.g., a general announcement in a newsletter or on social media) are prohibited with the complimentary tickets you have received.

EXPLANATION OF COMPLIMENTARY TICKETS

Here is the **video explaining complimentary** tickets and the benefits of distributing your tickets to optimize your presence at our event: ticket value of $495/ticket

HOW TO SEND THE ELECTRONIC TICKETS

Here is the short **video on how to send the electronic tickets** to your guests yourself. Your login ID and password will be provided to you by email.

03

CONFERENCES

CONFERENCE LOGISTICS

Experts who will be giving a conference during the event must comply with the following rules:

- Every visual presentation must begin with a 16:9 introduction slide provided by our organization. This introduction slide is mandatory and will include the conference title as defined by Stratégies PME, the name of your organization and the Stratégies PME logo. This introduction slide will be sent to you no later than the first week of September. Note that modifying it or adding to it is prohibited. There is no restrictions on the other slides of your presentation;
- Each conference will last a maximum of 30 minutes. Audience attention naturally declines after 35 to 40 minutes. To ensure all presentations stay on schedule, STRATÉGIES PME will conclude your session promptly once the 30-minute mark has elapsed;
- Each conference will begin at the exact time indicated in the event program, even if the room is full before the stated time;
- A conference may not be shared between two organizations. It must be delivered exclusively by the organization that reserved the advisory space (booth) linked to the conference;
- Conference rooms of various sizes will be available during the event. Your conference will be assigned to a room based on historical attendance data for your presentation's topic.
- You must introduce yourself at the start of your conference. We therefore ask you to limit the presentation of your organization and your services to a single slide and to a maximum of 2 minutes. Conferences must avoid becoming a ''sales pitch''. The executives in the audience expect, above all, a demonstration of expertise on the subject defined by the conference title. Our history has clearly shown lower audience satisfaction for conferences focused on a presentation of services;
- Conferences must respect the direction set by the title defined by Stratégies PME and answer the question included in that title. They must focus on practical, field-tested advice and on concrete matters, avoiding theory or an overly academic approach;
- No documentation or marketing tool may be handed out or displayed in the conference room. This may be done inside the expert's advisory space (booth);

- Conferences DO NOT INCLUDE A QUESTION PERIOD or a round table, and may not be delivered as a workshop given the limited duration, even if the conference ends before the allotted time. At the end of the conference, we recommend inviting attendees to visit your advisory space (booth) to answer specific questions, discuss their business needs, or receive a concise executive summary. We advise against handing out the complete slide deck, as providing a summary encourages direct follow-ups and allows you to build stronger one-on-one connections with executive attendees. As such, every presentation should end with a closing slide prominently displaying your advisory space (booth) location number.

- It will not be possible to test your presentation on setup day or on the days of the event before the time of your conference;

- Every conference presentation must be approved by STRATÉGIES PME. Each speaker must therefore send the outline of their conference along with a draft of the visual presentation to the email address; service@groupe-lgx.com in PDF format for approval no later than 45 days before the event, (September 7). Please note that a brief conference summary will not be accepted. You must submit a comprehensive outline along with a draft of your visual presentation (PowerPoint, Prezi, etc.).

  Your presentation will be reviewed by Sébastien Gosselin, Partner at Stratégies PME, who taught business presentation techniques at HEC Montréal for several years. This review process is designed to help you maximize your impact with our audience of SME executives and ensure your content meets their high standards and business needs.

  Stratégies PME is the only event organizer to take this approach, investing extensive hours into content review to maintain consistently high satisfaction ratings among attending executives. Your presentation plays a pivotal role in your event performance, and we are dedicated to working alongside you to ensure its success.

- For organizations using a ''firewall'' on their laptop, make sure it allows the use of an external projector for displaying your presentation during the event;

- If you are using an older laptop, ensure it has at least a VGA output so your presentation can be projected. In this case, we strongly recommend bringing your presentation on a USB drive instead.

- NEW: As part of the event, video recording of conference sessions is reserved exclusively for camera operators and suppliers appointed by the organization. Exhibitors, speakers, partners and any third party are prohibited from filming or recording conference sessions for broadcasting, promotional or commercial purposes without the prior written authorization of the organization.

  Professional video recording services are offered exclusively by the organization as an additional visibility option.

  Furthermore, by taking part in the event as a speaker, you authorize the organization to record, photograph and capture excerpts of your presentation, and to use these excerpts, images and recordings for promotional, advertising and communication purposes, including on its social media, website, newsletters and any other communication tool related to the event, without additional compensation. To take advantage of this benefit, please book a videographer using the additional order form.

  I want a videographer

- Every scheduled conference must be delivered, under penalty. Plan a replacement speaker in case of a last-minute impossibility.

MAXIMIZE THE IMPACT OF YOUR CONFERENCE

CONFERENCE EQUIPMENT

Stratégies PME will be responsible for supplying the projection equipment, the connection equipment as well as the microphone and the remote (clicker) used for the conferences. However, each expert will be responsible for bringing a USB key containing their conference presentation so that it can be loaded onto our computers in the conference room. Note that our computers run Windows and that Keynote presentations are therefore not supported. You may also bring your own laptop. If you are using a Mac, ensure you bring the necessary adapter to connect to an external monitor. Adapters are NOT provided by STRATÉGIES PME.

We ask speakers to report to the conference room 10 minutes before the start of their conference. To avoid speakers being caught in the queue at the room entrances, we recommend that speakers arrive 10 minutes before their presentation via the exit of their respective room. The speaker simply needs to connect their USB key or laptop to the projection equipment already installed. A technician will be available to help you if needed. If the speaker uses their own laptop, they must ensure they have enough battery for the duration of the conference or plug their laptop into the electrical outlet available in the conference room.

As mentioned, a remote (clicker) and a headset microphone will be supplied to each speaker. The receiver will be attached at the waist. Women wearing a dress should make sure to wear an accessory that allows the receiver to be clipped on. In order to use the remote (clicker), your laptop must have 2 USB ports.

***Please note that we will not share the identity of visitors who attended your conference. This information is strictly confidential and will therefore not be shared with experts. Visitors must share their contact details themselves in order to be contacted.**

***Notify us in advance if you have more than one speaker.**

04

TEARDOWN

CLEANING OF ADVISORY SPACES (BOOTHS)

Maintenance of public areas is provided during exhibition opening hours. At the close of each day, experts must place their trash/waste in the aisle. We strongly recommend packing away any items that could be mistaken for garbage. Experts who require booth-cleaning services must arrange this in advance by submitting a purchase order to the Palais des congrès prior to the event.

RECYCLING POLICY

Recycling bins will be set up in the exhibition hall to encourage experts to recycle. In addition, during the setup and teardown periods, recycling bins will be set up in the entrance hall as well as in the service corridor.

In the same spirit, Stratégies PME promotes respect for the environment and has therefore decided to stop producing paper programs.

TEARDOWN

Teardown of advisory spaces (booths) begins on Wednesday, November 18 at 5:15 p.m. and must be completed by 9 p.m. It is not possible to leave materials in storage after 9 p.m. The expert agrees not to begin dismantling their advisory space (booth) before this time. **Any expert who begins dismantling or packing up their belongings before the event closes will be charged a fee of $1,000 and will lose the opportunity to take part in future Stratégies PME events**. The exhibition area will be left in its original condition by the expert. If damage is caused to the exhibition area or the corridors (structure, floors, cables, conduits, etc.), it will be repaired at the expert's expense. If teardown of the advisory space (booth) is not completed by 9 p.m. at the latest, Stratégies PME will have the cleaning carried out and the goods left in the exhibition area put into storage at the expert's expense. Stratégies PME assumes no responsibility for advisory spaces (booths) and belongings left on site.

At the close of the event, the event decorator must first remove the aisle carpets before the transport carts can be used by experts wishing to move their materials. Allow 30 minutes for the carpets to be removed. Once this step is complete (around 5:45 p.m.), the carts may be used and distribution of the boxes stored with the Palais des congrès will begin.

It will be possible to recover the printed panels located in your advisory space (booth). To do so, once the aisle carpet has been removed during teardown, simply flag down our decorator's team, who will be circulating in the aisles, to indicate which panels you wish to recover. Please note that it will no longer be possible to recover these panels after 6:30 p.m. on Wednesday. Should you wish to recover your panels, we advise you to arrange suitable transport, bearing in mind that the tallest panel is 91''. No storage will be available for recovering your panels after the event.

PARKING

Since parking facilities are managed independently, your advisory space reservation does not include parking. Please therefore plan parking for the members of your team. You will find below the details of the parking facilities available at the Palais des congrès.

Stationnement Viger
1025, rue Chenneville (accessible from avenue Viger)

One hour: 10.00$
Maximum duration of 12 hours: 25.00$
Duration between 12 and 24 hours: 30.00$
Flat daily rate: 30.00$
Payment methods accepted: By card, contactless.

All applicable taxes are included. All prices are in Canadian dollars and may be modified without notice.

Stationnement du Quartier International de Montréal
249, Saint-Antoine Ouest

Every 30 minutes: 5.00$
Maximum duration of 12 hours: 25.00$
Maximum duration of 24 hours: 27.50$
Payment methods accepted: by card only.
All applicable taxes are included. All prices are in Canadian dollars and may be modified without notice.

COAT CHECK

For your personal belongings, there is the Hall Viger coat check at the Palais des congrès, on the rue Viger side. Please note that fees apply. You also have the option of storing your coats in the counter included in your advisory space (booth).

EXPERT'S LIABILITY

All local, provincial, and federal laws must be observed within the exhibition area throughout the event. The expert agrees to comply with all on-site safety and public health regulations in effect, as well as all instructions issued by security personnel or STRATÉGIES PME. The expert is solely responsible for their advisory space (booth); they must therefore hold civil liability and damage insurance in the amount of 2 million dollars in connection with their presence at Stratégies PME. As a security measure, it is recommended that no valuables be left in advisory spaces (booths), such as unattended laptops. The company renting the advisory space (booth) is responsible for keeping staff inside it at all times during the event's opening hours. The expert undertakes to comply with the fire prevention rules of the Palais des congrès.

Stratégies PME and the Palais des congrès de Montréal are in no way responsible for losses, thefts and material damage, nor for injuries sustained by anyone during the event. The expert is responsible for any damage caused to the Palais des congrès de Montréal during the delivery, installation and handling of their exhibition materials. The expert must ensure they have adequate protection (civil liability and damage) with their insurer. **The expert must have their certificate of insurance in their possession at all times during the event.**

The expert hereby affirms having read this ''Expert's guide'' in full and having understood its various directives. The expert thus undertakes to comply with these directives

SIGNATURE

Make sure to electronically sign the reading confirmation found on our site.

Sign

Pre-register early!

Beyond ensuring that your area of expertise is still available, pre-registration gives you a better priority ranking for the following edition. That means a wider choice of booth locations, better time slots for your conference sessions, and priority access to the best opportunities.

stratégies 14 PME ÉDITION

201-1652, avenue Bourgogne
Chambly (Québec) J3L 1Y7

www.strategiespme.com
service@groupe-lgx.com
450 403-3444

Schedule a meeting

POWERED BY THE GROUP

LGX