

# COMPLIMENTARY CONVENTION SERVICES

Our goal at Ottawa Tourism is to make your time in Ottawa uniquely memorable. We offer a portfolio of services – all free of charge – to assist you with marketing, managing, and staging your event, and to wow your delegates with one-of-a-kind experiences available only in Canada’s Capital. We understand that each conference has its own unique set of requirements and we’ll work with you to customize your service plan.

## Our Convention Services Portfolio

- **Flash Your Badge Program** – Delegates simply show their conference badge for discounts to participating attractions, restaurants, and tours in the Capital Region for them and a guest
- **Images & Video** – We have a rich collection of photos and videos at your disposal for your pre-conference promotional efforts
- **Microsite** – We can create an Ottawa destination webpage for your conference website
- **Social Media** – We can help build social media buzz and engagement for your Ottawa event
- **Conference Map** – We can create and provide a customized map for your conference
- **Discount Booking Codes** – We can provide access to discounts with a number of transportation providers
- **Off-site Venues** – We can connect you with our restaurant, services and attraction members for any special requests
- **Welcome Letters** – We can provide a welcome letter for your group from the Mayor of Ottawa and/or the President & CEO of Ottawa Tourism
- **Visitor Guides & City Maps** – We are happy to offer you Visitor Guides and maps to help your delegates explore the city

## Get Connected

- **Delegate Activities & Companion Programming** – Ottawa is one of Canada’s most popular visitor destinations, with a wealth of cultural, outdoor, and family-friendly experiences. We can facilitate connections for off-site activities and programming
- **Volunteers** – If you require additional on-site volunteer staff during your event, we can connect you with the Algonquin College Work Placement Program
- **Excess Food Management** – We can connect you with a Food Waste Program helping you ensure excess food served at your event does not go to waste

Ottawa Tourism has committed to the challenge put forward by the Honourable Catherine McKenna, Minister of the Environment and Climate Change, to make Ottawa the greenest capital city. You can contribute to this challenge by taking advantage of our environmentally friendly convention servicing options.



**Coordinated Bid Preparation** – Our web-based **Planner RFP Portal** enables you to organize your meeting and request and receive proposals from Ottawa Tourism’s entire base of industry suppliers. We can also provide direct personal assistance on obtaining proposals from our industry suppliers at any time during your planning process.

## Useful Resources

- **Event Calendar** – Stay up to date on what is going on in Ottawa with our calendar of events
- **Ottawa Insider** – Access dozens of articles about the very best of what Ottawa has to offer
- **Online Publications** – Download a digital copy of our **Visitor Guide** or **Destination Planner Guide**

Contact our Meeting Services Specialist now so that we can help you shine in Ottawa!

Email: [conventions@ottawatourism.ca](mailto:conventions@ottawatourism.ca)