



Date: September 8, 2023

Josée Ménard  
Medical Education & Events Manager  
CONMED

Dear Josée,

I have created a **Courtesy Block** booking of guestrooms for the **COFAS Courtesy Block** attendees, at a special rate of **\$299.00** per night plus taxes for single/double Run of House guestrooms over the dates **Friday, November 10, 2023 - Sunday November 11, 2023**.

Kindly note the above rates are:

- Subject to 6% (MAT) MUNICIPAL ACCOMMODATION TAX and 13% HST
- Net non-commissionable
- Quoted in Canadian funds and on a per room, per night basis
- Subject to a \$30.00 charge for each additional adult over double occupancy, to a maximum of three persons per room

Special Concessions:

- Complimentary standard wireless internet connection provided in all guestrooms and public space
- Complimentary 24-hour fitness facility access with guest room key
- Pool access, located on the 3rd floor, hours from 6:00am to 11:00pm

The cut off date for this block is **October 11, 2023**. Leading up to this, the Executive Meeting Manager and the Reservations team will monitor your booking's activity on a regular basis and will continue to accept reservations provided the hotel has the availability. All guestrooms are subject to hotel's availability. Any reservation which fails to materialize and has not been cancelled a minimum 72 hours prior to arrival will be charged one night's room and tax to the credit card provided.

Please have your guests contact the hotel at the following toll free number: [1-800-235-4670](tel:1-800-235-4670) or they can book online via the following web link: <https://book.passkey.com/go/COFAS23> which is now live.

Should you have any questions, please do not hesitate to contact me.

Warm Regards,

Brianne Burrows  
Executive Meeting Manager