

**Asking for an information session  
from CAAP-Île de Montréal**

<b>Date :</b>	<b>Day of the week :</b>
<b>Number of participants :</b>	<b>Type of participants (users/professionals) :</b>
<b>Topics of interest :</b>	
<p>Have you ever received a session on the complaint procedure? (Ex : Ombudsman) ?  <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>If yes, please provide details :</b></p>	
<b>Details concerning the room :</b> (ex. auditorium, conference room, etc.)	
<p><b>Necessary equipment:</b></p> <p>You must provide us with a white board or a wall that we can project on as the CAAP-Île de Montréal will present a short PowerPoint.</p> <p>We will bring a laptop and a projector, as well as other complimentary documents. We will require access to outlets to ensure our ability to present.</p>	
<b>Name – Resource person :</b>	<b>Title :</b>
<b>Phone number :</b>	<b>Email :</b>
<b>Address (where the presentation will take place) :</b>	<b>Room Number:</b>