



International Academy of Mediators

Montreal Conference Report

After working with the Conference subcommittee, which included, Steve Paul, Paul Van Osselaer, Larry Rute, Claude Amar, Richard Rejino and Carol Wilbur, a new agreement with the Montreal Sofitel Hotel was negotiated and an addendum to the original contract was agreed upon and signed.

The new dates for the conference are August 18-21, 2021. The hotel extended IAM the same conference room rates: \$269 – Upgrades \$299 CAD (\$205/\$228 USD) (184€/204€) The new agreement includes a more favorable force majeure clause, a reduced attrition rate from 20% to 30% in case the pandemic is still a factor and a delayed due date for the next \$10,000 deposit, now June 2021. This date is sixty days out from the conference, and we will have a better idea whether it is a go or not.

Attached to this report is a copy of the signed contract addendum.

Sofitel Montréal Le Carré Doré

From: Charlotte Bassot

To: Richard Rainey

Hotel name: Sofitel Montréal Le Carré Doré

Company name: INTERNATIONAL ACADEMY OF MEDIATORS

Address: 1155 rue Sherbrooke Ouest
Montréal, Québec
H3A 2N3 CANADA

Address: 14021 Preston Road, Suite 1100
Dallas, Texas
75244 UNITED STATES

Tel: +1 514 788 3012

Tel: +1 972 233 0107

Mobile: +1 5142950670

Mobile:

Email: charlotte.bassot@sofitel.com

Email: richard@iamd.com

Date: Thursday, June 25, 2020

Event Name: IAM Montreal 2021

Reference: Ref B 00414874

Bonjour Richard,

This addendum is to amend the following sections for the contract for INTERNATIONAL ACADEMY OF MEDIATORS (« groupe ») that was signed on August 29th 2019.

This letter is an integral part of our contract already signed.

SOFITEL MONTREAL ("Hotel") confirms that the guestrooms block has been updated to coincide with your request as follow:

Accommodation Dates of stay: From the 2021-08-17 to the 2021-08-22

This Agreement applies to the following block of rooms & room rates:

		Superior room (1 king bed)	
	Occupancy	Rooms	Rate
Tue 08 17 2021	3	30	\$269.00
Wed 08 18 2021	3	30	\$269.00
Thu 08 19 2021	3	30	\$269.00
Fri 08 20 2021	3	30	\$269.00
Sat 08 21 2021	3	30	\$269.00

Unless otherwise indicated in this Agreement, Hotel does not guarantee room type, bedding, view or location.

Total contracted room revenue: 88 770 CAD

- Rates are for single or double occupancy. The extra person charge will be \$30.00 per room, per night.
- Rates are subject to all city and state taxes. Currently these taxes are 3.5% lodging tax, 5% GST and 9.975% QST. Taxes are subject to change without notice.

The room reservations have to be done before 2021-07-11 as previously mentioned in the contract signed.



Sofitel Montréal Le Carré Doré

GUEST ROOM REVENUE MINIMUM

Hotel is relying on, and Group agrees to provide, the Room Revenue. In consideration that Group attendance may change, Hotel will allow up to 20% room attrition without charge.

If Group fails to realize 80% of the Room Revenue commitment agreed to in this Agreement, Group will be responsible for the difference between 80% of the Room Revenue and the actual final room revenue, and that amount will be billed to the master account.

Special 30% attrition offered In case of pandemic/travel restrictions during the period of the group.

Meeting & Banquet Agenda

Date	Time	Event	Room name	Room Setup	AGR
Wed, 08/18/21	8:00 AM - 11:45 PM	Office	Gauguin	Boardroom	
	8:00 AM - 11:45 PM	Storage	Matisse	Boardroom	6
	3:00 PM - 6:30 PM	Meeting	Chagall	Boardroom	20
Thu, 08/19/21	7:15 AM - 11:45 PM	General Session	Pablo Picasso	Cabaret / Round tables	110
	7:30 AM - 9:30 AM	Breakfast	Foyer East	Buffet	110
	8:00 AM - 5:30 PM	Breakout	Monet	Buffet / rounds	30
	8:00 AM - 5:30 PM	Breakout	Chagall	Buffet / rounds	30
	8:00 AM - 11:45 PM	Breakout	Paloma Picasso	Buffet / rounds	30
	8:00 AM - 11:45 PM	Office	Gauguin	Boardroom	
	8:00 AM - 11:45 PM	Storage	Matisse	Boardroom	6
	12:00 PM - 1:00 PM	Lunch	Foyer East	Buffet	110
	6:00 PM - 7:00 PM	Reception	Foyer East	Cocktail	110
Fri, 08/20/21	7:15 AM - 11:45 PM	General Session	Pablo Picasso	Cabaret	110
	7:30 AM - 9:30 AM	Breakfast	Foyer East	Buffet	110
	8:00 AM - 5:30 PM	Breakout	Monet	Buffet / rounds	30
	8:00 AM - 5:30 PM	Breakout	Chagall	Buffet / rounds	30
	8:00 AM - 11:45 PM	Breakout	Paloma Picasso	Buffet / rounds	30
	8:00 AM - 11:45 PM	Office	Gauguin	Boardroom	
	8:00 AM - 11:45 PM	Storage	Matisse	Boardroom	6
	12:00 PM - 1:00 PM	Lunch	Foyer East	Buffet / rounds	110
Sat, 08/21/21	7:15 AM - 2:00 PM	General Session	Pablo Picasso	Cabaret	110
	7:30 AM - 9:30 AM	Breakfast	Foyer East	Buffet	110
	8:00 AM - 2:00 PM	Office	Gauguin	Boardroom	

NOTA BENE: Please note that, as per the above agenda, banquet spaces are not reserved on a 24h basis. Consequently, except for the above timing, other events could be organized in these banquet spaces, including during the evening. For any specific requirements in terms of set-up or dismantling of audiovisual equipment, please inform the hotel before signing this contract.

A minimum of **25 000 CAD** ("Banquet Minimum") in food and beverage from Group-sponsored banquet functions at Hotel is required in connection with Event.



Deposits & Payment Terms

An additional wired transfer or cheque deposit will be required according to the updated addendum for IAM Montreal 2021:

Deposits Required

Based on the details for this Event, the following non-refundable deposit schedule applies:

Transaction Type	Charge Type	Date	Amount
Initial Deposit	Credit Card – Conf 30189170	11-22-2019	10 000.00CAD
Second Deposit	Credit Card	06-18-2021	10 000.00CAD
Balance Due			10 000.00CAD

* "Amount Due" consists of Room Revenue, the minimum Food and Beverage, the contracted Banquet Room Rental plus taxes.

** All extras added to the contract will be charged upon departure.

Based on the details for this Event, the deposit for this Event will be made as follow:

- Wired transfer
- Cheque
- Credit Card

Based on the details for this Event, the final settlement for this Event will be made as follow:

- Wired transfer – direct billing form to be completed below
- Cheque – direct billing form below to be completed below
- Credit Card – credit card authorization to be completed below

Special conditions – Force MAJEURE

Neither party will be responsible for any delay, interruption or other failure to perform under the Agreement due to natural disasters, acts of God, wars, riots, and terrorist activities, acts of third parties, fires, strikes, governmental decrees and/or travel restrictions or advisories issued by the CDC, World Health Organization under the auspices of the International Health Regulations against non-essential travel to, or for quarantine of, the Hotel's location or other domestic or international travel preventing travel by over 50% of the Group; issuance of a travel warning recommending against non-essential travel to the Hotel's location by a federal, provincial, state or local government authority with jurisdiction over Hotel or Group's attendees regarding travel, including to the Hotel's location, or other acts beyond the reasonable control of the responsible party making the Event illegal or impossible to hold.

The conditions outlined here will become definite upon receipt of this signed letter, which is due no later than July 20th 2020.

Should INTERNATIONAL ACADEMY OF MEDIATORS ("Group") choose not to sign this letter; the room block and/or meeting rooms will be released.

Thank you for choosing Sofitel Montreal Golden Mile, and we look forward to welcoming your group in 2021-08-17!



S O F I T E L
HOTELS & RESORTS

Sofitel Montréal Le Carré Doré

Valid for Agreement: IAM Montreal 2021

Date: Thursday, June 25, 2020

Company: INTERNATIONAL ACADEMY OF MEDIATORS	
Signature:	<i>Richard Rejino</i>
Name:	Richard Rejino
Title:	IAM Executive Director
Date Signed:	7/17/2020

Sofitel Montréal Le Carré Doré		
Signature:		
Name:		Charlotte Bassut
Title:		Associée, Directrice des ventes et marketing
Date Signed:		

Signed for and on behalf of the above named

Thank you for choosing the Sofitel. We look forward to exceeding your expectations.

