



accommodating...

University of Prince Edward Island **Conference Services**

CONFERENCE PLANNING GUIDE

UPEI UNIVERSITY
of Prince Edward
ISLAND

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Welcome to UPEI!

Located in Prince Edward Island’s historic and picturesque capital city of Charlottetown on Canada’s east coast, the University of Prince Edward Island is the largest conference facility on Prince Edward Island. With over 50 well-appointed meeting spaces for groups of up to 4,000, and accommodation for 500, UPEI is a destination of choice for conferences, meetings, and presentations.

UPEI’s 134-acre park-like setting features 11 academic buildings, three residences, library, dining hall, student centre, and sports centre—all within a five-minute walk of one another. The campus is also home to some of the top athletics facilities in Atlantic Canada, with a state-of-the-art fitness centre, two NHL-sized ice surfaces, a 25-metre competition pool, a leisure pool, a synthetic turf field, and a 400-metre, eight-lane oval track. UPEI is a five-minute drive from the airport.

Conference Services at UPEI offers a wide range of services to those planning an event or meeting. We’ll help you book meeting space, accommodations, audiovisual, food services, and other logistics. We’ll even work with our clients to arrange off-campus services such as restaurants, hotels, and attractions to ensure you have an exceptional event.

We’d be happy to provide further information or quotes for your conference or event. Please contact us at (902) 566-0568 or conference@upe.ca, or check out our website: upe.ca/conference.

Food & Beverage

One of the most important elements of any successful event is the food. At UPEI we take great pride in providing memorable dining experiences while promoting fresh Island products prepared by some of the Island’s finest chefs. With fresh baked goods, locally grown produce, a wide selection of meats, and, of course, delicious Island seafood, our food and beverage team will work with you to create a menu specific to your group’s needs. The campus at UPEI features several options for food and beverage service.



WANDA WYATT DINING HALL

The Wanda Wyatt Dining Hall is the main food service facility on campus and is open daily for breakfast, lunch, and dinner. This venue features seating for up to 400 persons in a naturally lit air-conditioned environment. Our meal plans are flexible and can be designed to fit any agenda and/or budget. Other dining options on campus include the AVC Cafeteria, which features daily lunch options, and Samuel’s Café in the Robertson Library, which offers nutritious snacks and a wide selection of gourmet coffees.



- Layout—Flexible seating
- Capacity—400 seated, upper level; 100 seated, lower level
- Square Footage—7,612, upper level
- Air Conditioning—Yes
- Special Features—Space for simultaneous food service, bar service, meal plans, close proximity to all residence accommodations
- Wheelchair Accessible—Yes

CATERING/BANQUET FACILITIES

From black-tie dinners to casual barbecues, we cater to your every need. Banquets, buffets, nutritional breaks, and receptions can be served in various locations across campus, including intimate receptions and dinners in Schurman Market Square or the historic Main Faculty Lounge; larger groups in McMillan Hall or the Wanda Wyatt Dining Hall; or very large groups in the Chi-Wan Young Sports Centre. We can cater to any size group from 5 to 2,500.





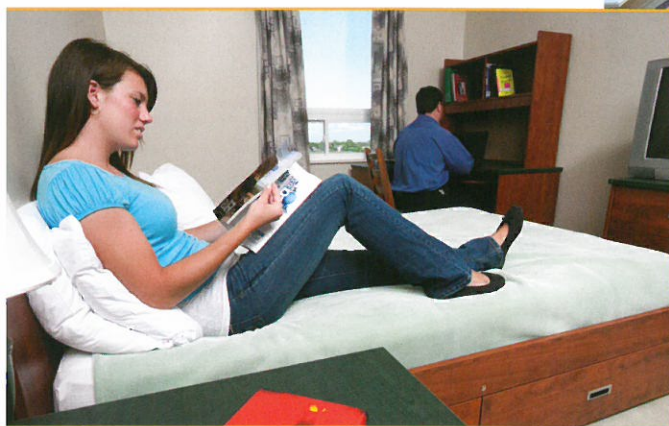
Accommodations

UPEI can accommodate over 500 guests in three residences: Bill and Denise Andrew Hall, Blanchard Hall, and Bernardine Hall. Our cost-effective rooms and suites help to lower registration fees for conferences and summer camps, and provide attractive alternatives for visitors to PEI. Rooms and suites are non-smoking and include bed linens and towels, laundry facilities, telephones, wireless Internet, message service, wake-up calls, and complimentary parking. During the summer conference season, our front desk is open, with security staff on duty, 24 hours a day, 7 days a week.

BILL AND DENISE ANDREW HALL

- Layout—5 triple suites, 9 single suites, 67 double suites
- Capacity—158 beds
- Square Footage—Varies
- Air Conditioning—Yes
- Special Features—Elevator, laundry facilities, TV lounge, connected to Wanda Wyatt Dining Hall, 24-hour Residence Check-in Desk, barrier-free rooms
- Wheelchair Accessible—Yes
- Wireless Internet

UPEI's newest, state-of-the-art, 81-suite, 158-bed facility is connected physically from two levels to the Wanda Wyatt Dining Hall. It was designed with a view to privacy, superior lighting, flexible furniture, security, high-quality air exchange, and energy efficiency. All suites have separate, larger-than-average bedrooms, washroom facilities, microwave, fridge, and wireless Internet. Each bedroom features a double bed, cable TV, and telephone. All floors offer lounges, study rooms, and laundry facilities. The front desk, staffed 24 hours a day, is conveniently located in the lobby.



BLANCHARD HALL

An apartment-style residence, Blanchard Hall is located a short distance from the Wanda Wyatt Dining Hall at the south end of campus. This three-storey brick building contains 65 two-bedroom apartments, complete with kitchen, living room with cable TV, and bathroom. Each bedroom is equipped with two single beds, allowing four people to share an apartment.

- Layout—Two-bedroom apartments
- Capacity—260 (four per apartment)
- Square Footage—708 per apartment
- Special Features—Self-contained apartment layout, laundry facilities, TV lounge
- Wheelchair Accessible—Yes
- Wireless Internet



BERNARDINE HALL

Bernardine Hall is a modern four-storey building adjacent to the Wanda Wyatt Dining Hall. It contains spacious single and double rooms, with two rooms sharing one bathroom. Rooms are fully furnished with large wardrobes for storage, workstations with overhead shelves, single captain's beds, reclining desk chairs, bulletin boards, telephone, wireless high-speed Internet, and a vanity with sink. Each floor has a TV lounge, study room, kitchenette, and laundry facilities. This venue is ideal for budget-minded sports and youth groups and can accommodate up to 154 people.

- Layout—Single and double rooms
- Capacity—154
- Square Footage—199 per bedroom
- Special Features—TV lounge, kitchen and laundry facilities on each floor
- Wheelchair Accessible—No
- Wireless Internet



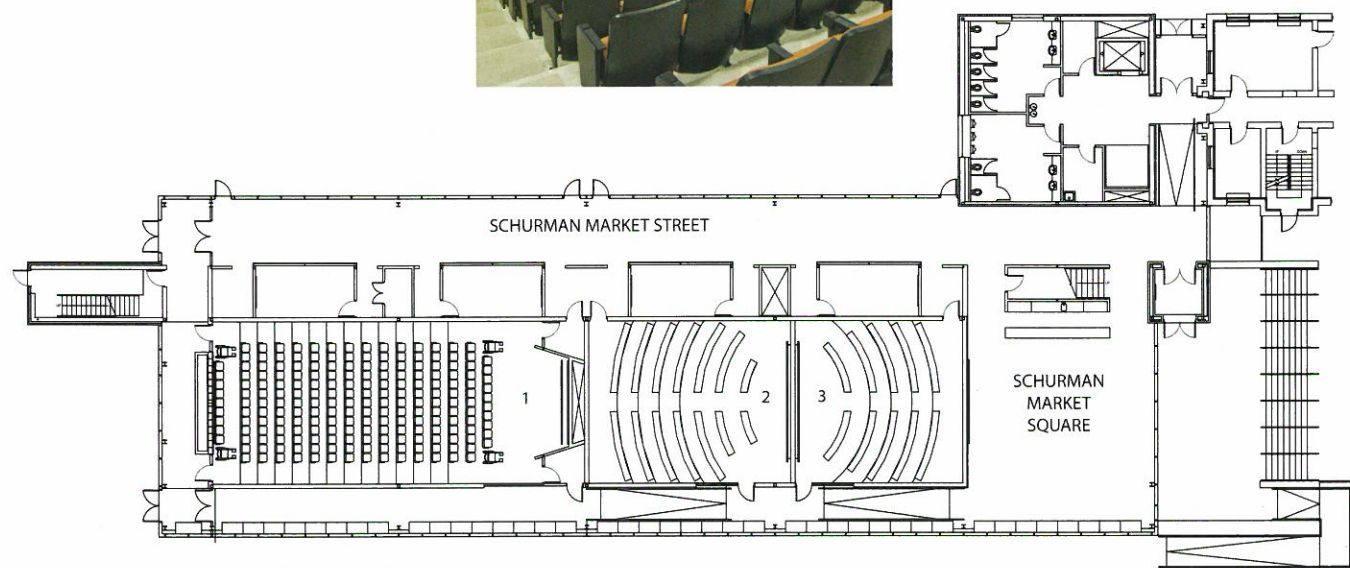
Meeting Space

MCDUGALL HALL

Officially opened in the fall of 2008, UPEI's Don and Marion McDougall Hall has received much praise for its architectural beauty and functional versatility. McDougall Hall serves as a fully functioning conference and events venue during the spring and summer months. The Alex H. MacKinnon Auditorium serves as the centrepiece of this inspiring facility. With theatre-style seating for up to 200, warm wood-finish walls, and the latest in smart classroom technology, MacKinnon Auditorium is ideal for seminars, plenary sessions, and keynote addresses. McDougall Hall offers additional meeting space in two-tiered classrooms, two flat-floor classrooms, and four small boardrooms.

- Layout—Flat floors, multipurpose space
- Capacity—202 theatre-style, 100 banquet, 400 standing
- Square Footage—Schurman Market Square: 1,360; Schurman Market Street: 2,444; meeting room 96–3,240
- Air Conditioning—Yes
- Special Features—Outdoor patio, breakout rooms
- Wheelchair Accessible—Yes
- Audiovisual Equipment—Yes
- Wireless Internet—Yes

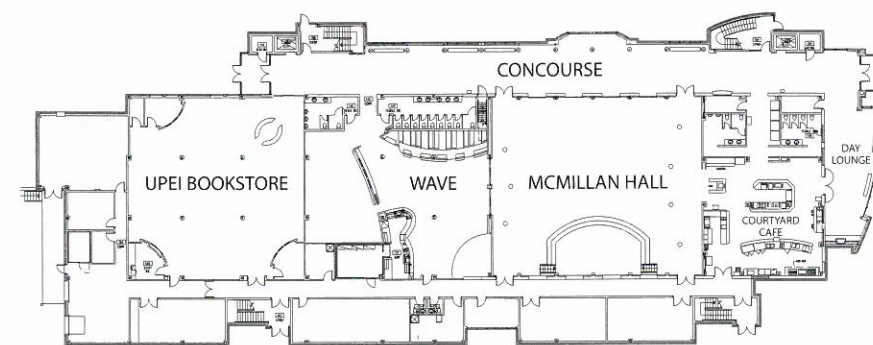
The beautiful, naturally lit Schurman Market Square is an ideal venue for small catered dinners, mixers, and receptions, while the glass concourse, Schurman Market Street, provides an ideal location for trade booths and information displays. McDougall Hall offers conference-goers the latest in convenience, all under one roof.



1. ALEX H. MACKINNON AMPHITHEATRE
2. DAVID AND DORIS SCALES FAMILY LECTURE THEATRE
3. SEAN HENNESSEY/ROBERTA MACDONALD LECTURE THEATRE

W.A. MURPHY STUDENT CENTRE

Located at UPEI's main entrance off University Avenue, the W. A. Murphy Student Centre features a large courtyard and concourse design which serves as an excellent location for meetings and events. The courtyard, McMillan Hall, is a large flat-floor multipurpose space with a fully lighted stage, and is ideal for banquets, receptions, plenary sessions, and performances. The adjacent concourse runs the length of the building and is perfect for small tradeshows, delegate registration, and information booths. Books, UPEI-crested clothing, gifts, and other amenities are available from the Bookstore located at the north end of the building. Food service is available from the Courtyard Café.

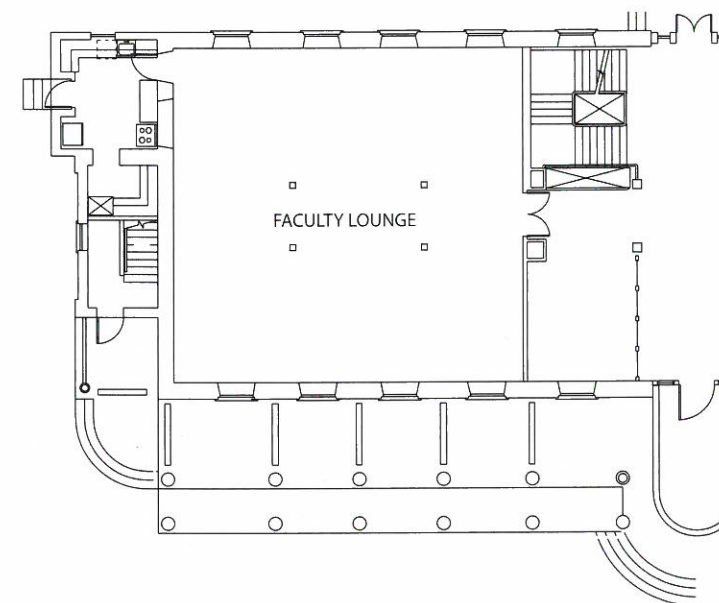


- Layout—Flat floors, multipurpose space
- Capacity—350 theatre-style, 184 banquet, 742 standing
- Square Footage—McMillan Hall: 4,800; Concourse: 3,600
- Air Conditioning—Yes
- Special Features—Courtyard Café, The Wave: Your Campus Pub, UPEI Bookstore
- Wheelchair Accessible—Yes
- Audiovisual Equipment—Yes
- Wireless Internet—Yes



MAIN BUILDING

The oldest building on the UPEI campus—and arguably one of its most beautiful—is Main Building, which faces onto Main Quadrangle and houses the majority of departments in the Faculty of Arts. Over the years, renovations have modernized this building, while keeping intact its architectural integrity. The lovely Faculty Lounge on the ground floor has pillars, high ceilings, and three-quarter-length windows on two sides which fill the room with natural light. There are 11 other rooms available in Main Building, including three boardrooms and various-sized classrooms.



- Layout—Tiered floors, flat floors, flexible seating, fixed seating, chairs
- Capacity—25–85 seated
- Square Footage—(Ground floor only) Room 120: 908; Room 130: 1,180; Faculty Lounge: 1,493
- Special Features—Elevator, ambience
- Wheelchair Accessible—Yes
- Audiovisual Equipment—Yes
- Wireless Internet—Yes

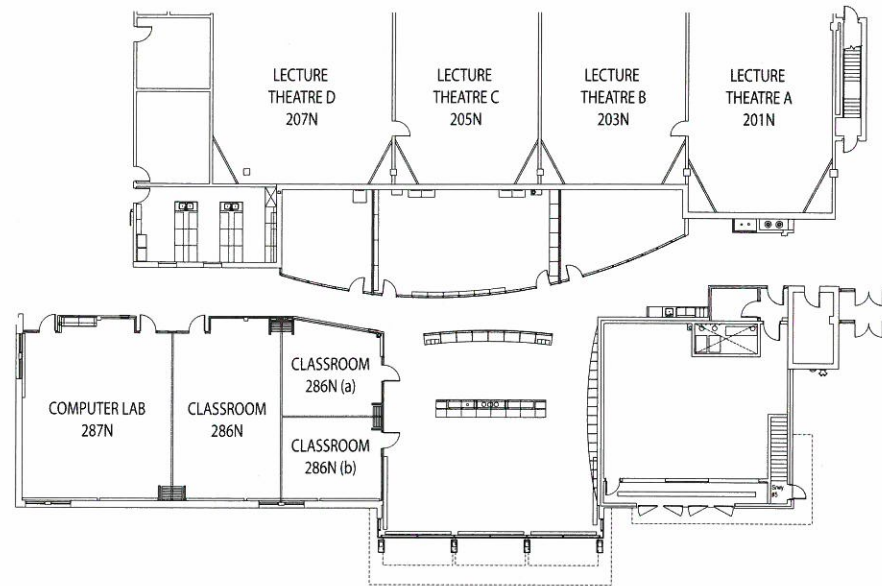




ATLANTIC VETERINARY COLLEGE (AVC)

The Atlantic Veterinary College's modern facility houses four side-by-side lecture theatres, as well as an oversized naturally lit classroom that can be divided into two large rooms and two smaller rooms. All rooms feature air conditioning, audiovisual capabilities, and wireless Internet. There is also a cafeteria immediately across the hall from the lecture theatres.

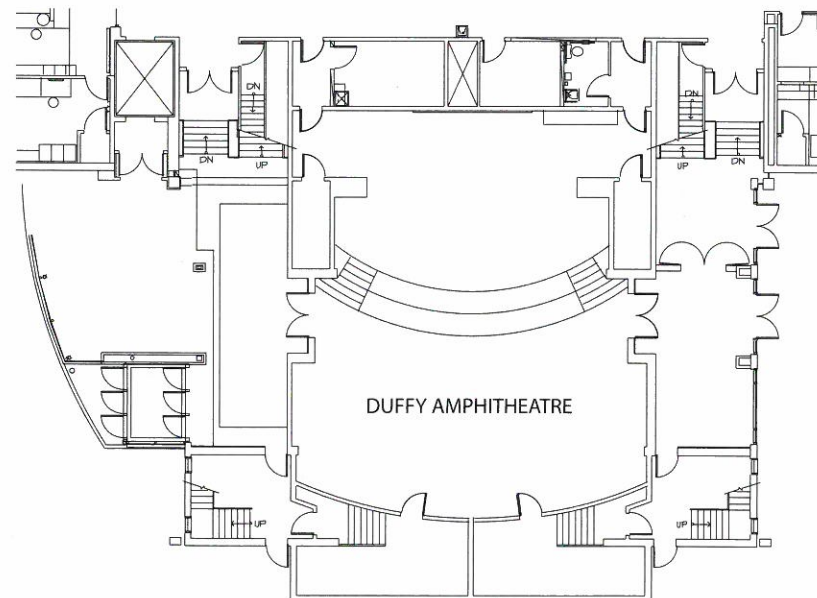
- Layout—Fixed seating
- Capacity—AVC Lecture Theatre A: 98 seated; B/C/D: 60 seated
- Square Footage—AVC Lecture Theatre A: 1,423; B: 1,239; C: 1,239; D: 1,543
- Air Conditioning—Yes
- Special Features—4 side-by-side rooms, across from the cafeteria
- Wheelchair Accessible—Yes
- Audiovisual Equipment—Yes
- Wireless Internet—Yes



DUFFY SCIENCE CENTRE

The Duffy Science Centre serves the Faculty of Science at UPEI. The air-conditioned amphitheatre is frequently used for special events and plenary sessions.

- Layout—Tiered floors, fixed seating
- Capacity—285 seated
- Square Footage—2,883
- Air Conditioning—Yes
- Wheelchair Accessible—Yes
- Audiovisual Equipment—Yes
- Wireless Internet—Yes



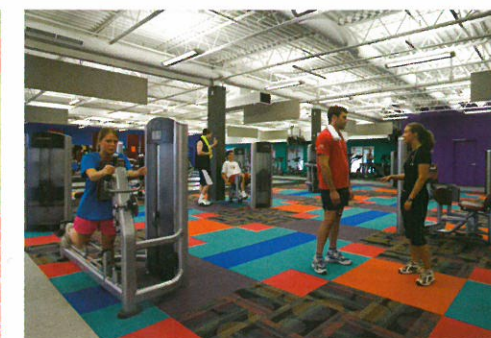
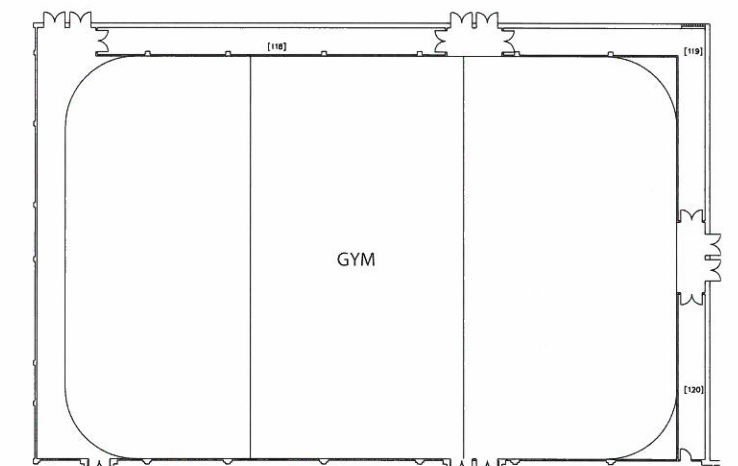
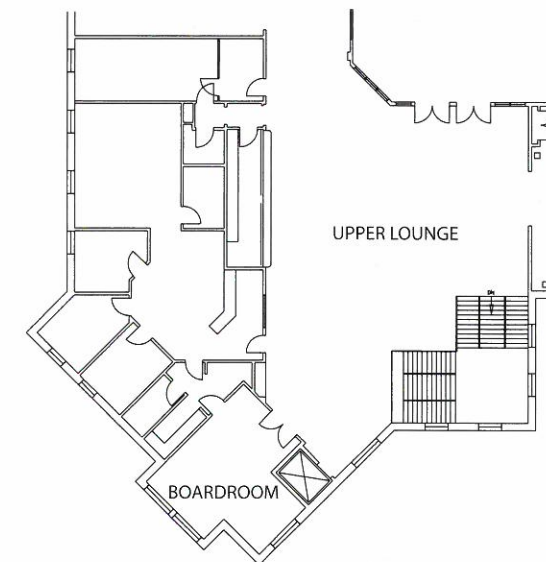
Sports & Recreation

CHI-WAN YOUNG SPORTS CENTRE

With over 60,000 square feet of flexible space, the Chi-Wan Young Sports Centre is UPEI's largest interior venue. This versatile space can hold a wide variety of events including banquets, tradeshow, and large plenary sessions. The main gym can also be broken into three separate sections for concurrent sessions. In addition to the main gym, the Sports Centre also features an upper foyer suitable for receptions, as well as a 20-seat boardroom and flat-floor classroom.

The Sports Centre fitness and athletics facilities are also open to conference delegates. Featuring a state-of-the-art weight room, indoor track, cardio studio, and squash and racquetball courts, UPEI ensures that health and wellness are an integral part of your experience at UPEI. Daily passes are available to all UPEI guests for a nominal fee.

- Layout—Flat floors, flexible seating, or standing
- Capacity—Maximum 4,000 seated
- Square Footage—Gym: 60,000; Upper Lounge: 2,838
- Air Conditioning—Air Handling System
- Special Features—Flexible, modern facility, multipurpose, holds 138 trade show booths, one classroom, boardroom
- Wheelchair Accessible—Yes
- Audiovisual Equipment—Yes
- Wireless Internet—Yes
- Complete specifications available



Meeting Space Index

Building	Room	Layout	Capacity
Atlantic Veterinary College	201N	lecture / fixed seats, tables	98
	203N	lecture / fixed seats, tables	60
	205N	lecture / fixed seats, tables	60
	207N	lecture / fixed seats, tables	60
	287 N	flexible	300
	287 N(a)	flexible	125
	286 N	flexible	90
	286 N(a)	flexible	40
Cass Science Centre	286 N(b)	flexible	40
	104	lecture / fixed seats, tables	56
	212	classroom	30
	Boardroom	boardroom	20
Chi-Wan Young Sports Centre	Gym	flexible	3,000
	413	flexible	25
	207	dining room	40
Duffy Amphitheatre	135	lecture / fixed seats, tables	285
K. C. Irving Chemistry Centre	104	lecture / fixed seats, tables	120
	128	fixed seating	60
Kelley Memorial Building	210	classroom / flexible	35
	211	lecture / flexible	50
	237	lecture / fixed seats, tables	90
McDougall Hall	239	boardroom	10
	241	boardroom	10
	242	lecture / fixed seats, tables	202
	243	lecture / fixed seats, tables	80
	244	boardroom	10
	245	boardroom	10
	246	lecture / fixed seats, tables	60
	328	classroom / flexible	60
	329	classroom / flexible	60
	Schurman Market Square	flexible banquet / reception	90/200
Main Building	Market Street	flexible reception / trade show	300
	020	lecture / fixed seats, tables	35
	030	lecture / fixed seats, tables	35
	040	lecture / fixed seats, tables	95
	120	lecture / fixed seats, tables	45
	130	lecture / fixed seats, tables	6
	211	lecture / seminar	10
	220	lecture / fixed seats, tables	60
	237	classroom / flexible	15
	311	classroom / flexible	18
	340	classroom / flexible	65
	411	classroom / flexible	12
	Faculty Lounge	reception / banquet	150
	215	lecture / fixed seats, tables	45
	305	flexible	12
	308	classroom / flexible	30
Bill and Denise Andrew Hall	417	classroom / flexible	30
	142	flexible	72
Robertson Library	Boardroom	boardroom	8
	Computer Lab 312	15 PCs	15
Robertson Library Annex	103	classroom / flexible	20
	104	classroom / flexible	75
Steel Recital Hall	Teletheatre	flexible seating	80
W. A. Murphy Student Centre	McMillan Hall	theatre with stage	200
Wanda Wyatt Dining Hall		flexible	350
		flexible	400

Audiovisual Equipment

Laptop computer
Projector—LCD
Projector—overhead
Projector—35 mm slide
Wireless remote for slide projector
Dissolve unit for slide projector
Projection screen—6' tripod
Projection screen—9' x 12' front projection
27" Television monitor
DVD player
VHS player
Laser pointer
Audio mixer
Wireless microphone, hand-held
Wireless microphone, lavalier
Microphone and stand
Portable PA system (includes 1 mic)
Podium
Camcorder
Tripod
Easel
Flipchart stand, includes one pad of paper
Flipchart paper (per pad)
Internet connection
Cassette recorder

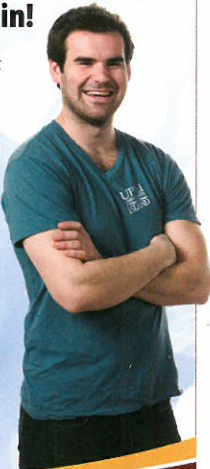
We would also be pleased to co-ordinate any special requests for items not included on this list, such as video conferencing, rear screen projection, computer labs, and special lighting requirements.

UPEI BOOKSTORE

Be sure to stop in!

- a wide selection of books about Prince Edward Island
- UPEI, AVC, and Panther Sport crested clothing
- UPEI and AVC branded giftware
- bookbags
- office and school supplies
- computer software and accessories
- gift cards
- various sundry items
- snacks

Open Monday to Friday
8:30 a.m. to 4 p.m.
Tel.: (902) 566-0625
Fax: (902) 628-4347
Toll-free: 1-866-873-4786
upepei.ca/bookstore

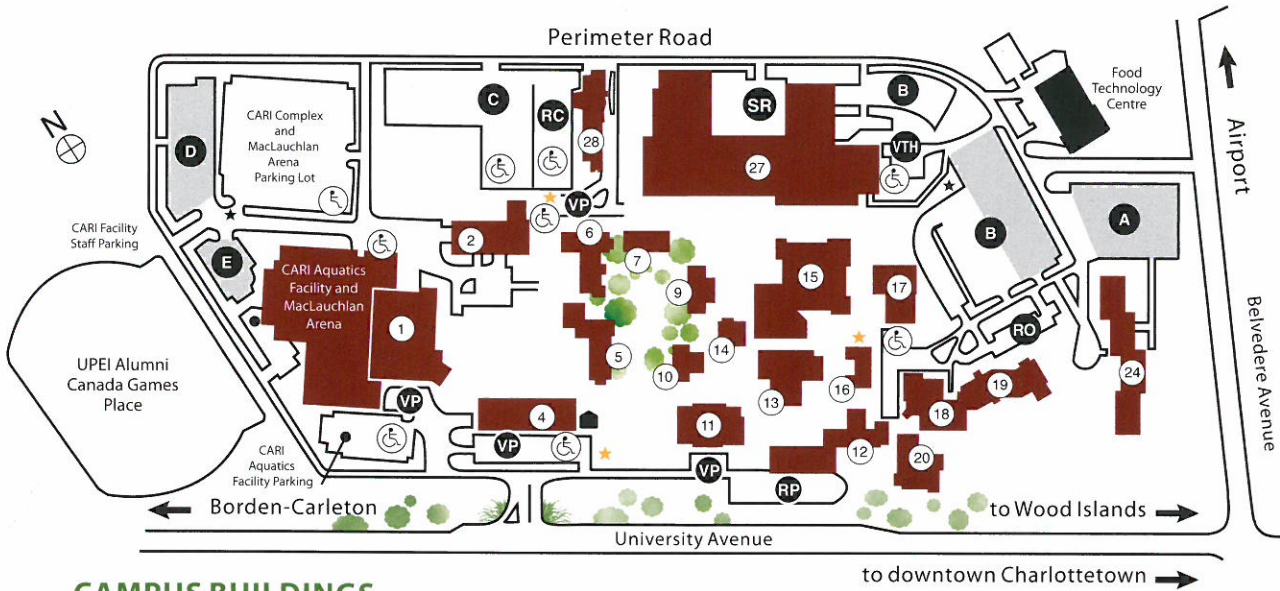


visit us or shop online at upepei.ca/bookstore



UPEI Campus Map

The convenient layout of the UPEI campus works well for conferences, sporting events, academic groups, events, and meetings of many different sizes and configurations. Tables and chairs can be set up in virtually any location on campus to meet your needs. All venues include access to audiovisual services, wireless Internet, and catering. All venues are non-smoking. Towels, bed linens, and telephones are supplied in all residence accommodations. There is free parking on campus from May through August (excluding designated handicapped and reserved spaces).



CAMPUS BUILDINGS

1. Chi-Wan Young Sports Centre

2. Central Utility Building

4. W.A. Murphy Student Centre

5. Main Building

6. Steel Building

7. Dalton Hall

9. Memorial Hall

10. Cass Science Hall
11. Kelley Memorial Building

12. Don and Marion McDougall Hall

13. Duffy Science Centre

14. Chaplaincy Centre

15. Robertson Library

16. Campus Kids Child Care Centre

17. K.C. Irving Chemistry Centre

18. Wanda Wyatt Dining Hall
19. Bill and Denise Andrew Hall (Residence)

20. Bernardine Hall (Residence)

24. Blanchard Hall (Residence)

27. Atlantic Veterinary College (AVC)

28. Regis and Joan Duffy Research Centre
- Reserved for Future Expansion—
numbers 3, 8, 21, 22, 23, 25, 26, 29

PARKING

- A** General parking & overnight parking during winter months
- B** General & Designated parking
- C** Designated parking
- D** General parking
- E** General parking
- General parking areas

★ EMERGENCY CALL STATION

- VTH** Veterinary Teaching Hospital client parking
- ♿** Accessible parking
- RO** Residences Only

■ WEATHER SHELTER

- VP** Visitor metered parking
- RP** Reserved parking
- SR** Shipping and Receiving
- RC** Research Centre parking



Book your next event at
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