



**November 12 - 13 , 2024**

## CONFERENCE HOTEL/VENUE

### Hyatt Regency Calgary

700 Centre Street SE

Calgary AB T2G 5P6

Tel: +1 (403) 717-1234

[www.hyatt.com/hyatt-regency/en-US/calrc-hyatt-regency-calgary/hotel-info](http://www.hyatt.com/hyatt-regency/en-US/calrc-hyatt-regency-calgary/hotel-info)

\*\*All meeting rooms, meals and receptions are located on the 3rd Floor.

## CONFERENCE REGISTRATION / INFORMATION DESK HOURS

Please check in with us on the 3rd Floor during the following times:

- **Monday, November 11** 10 a.m. to 12 p.m. | 5 p.m. to 7 p.m.
- **Tuesday, November 12** 7 a.m. to 5 p.m.
- **Wednesday, November 13** 7 a.m. to 12 p.m.
- **Thursday, November 14** 7 a.m. to 12 p.m.

\*\*Any attendees attending the Committee Meetings only on Thursday, November 14 are welcome to pick up their name badge from the Registration booth / Hospitality Desk (located beside the Registration booth) on arrival.

## AGENDA

Please refer to the [2024 Steel Conference App](#) daily for full details and information.

## CALGARY (YYC) INTERNATIONAL AIRPORT / GROUND TRANSPORTATION

- Shuttle transportation is NOT available from the Calgary International Airport (YYC) to the Hyatt Regency Calgary.
- Ground Transportation Options: UBER, Lyft, Taxi
- Travel Time from YYC to the Hyatt Regency Calgary is approximately 20 to 30 minutes.

## PARKING

Underground self-park @ \$19 per day - includes in/out privileges or valet parking @ \$45 per day.

- Please advise the front desk at check-in if you are parked in the underground so a key can be provided for you to enter/exit as needed.
- Parking fees will be added to your bill on check-out.

## HOTEL CHECK-IN / CHECK-OUT PROCEDURES

On arrival, please check-in at the front desk of the hotel. You will be required to provide a valid credit card at check-in.

Early check-in / late check-out requests are subject to availability and may be subject to additional fees.

- Hotel check-in is 3 p.m.
- Hotel check-out is 12 p.m.

Complimentary baggage storage is offered by the hotel on request to the Front Desk.

## NAME BADGE

You must wear your name badge throughout the conference, including the evening events. It is your passport to move between functions without being questioned by staff on duty.

## DRESS CODE

**Conference:** Business Casual

**Fun Night:** "Country & Western" themed attire is encouraged!

## INTERNET / WIFI ACCESS

Complimentary wireless internet will be available in the guest rooms, common areas, as well as in all of the conference meeting rooms.

## DIETARY RESTRICTIONS

- If you have identified any dietary restrictions on your registration, they have been provided to the Hotel and the off-property Spousal Package & Fun Night venues.
- All food will be clearly labelled.
- Should you have any questions or require any additional information regarding food items, please contact the Hotel / off-property venue or CISC staff for assistance.

## TIME ZONE

Calgary is located in the Mountain Standard Time (MST) zone.

## WEATHER

November in Calgary generally includes low temperatures and low snow/rainfall.

Expect daytime highs to reach approximately 4°C (40°F), with nighttime lows dipping to around -7°C (20°F).

## FITNESS CENTRE / HEATED POOL / JACUZZI / SAUNA

Conference guests have complimentary access to the Hyatt Stay Fit gym (24 hours), heated pool, jacuzzi and sauna (5 a.m. to 10 p.m.) located on the 18th Floor.

## GRATUITIES

All gratuities for planned activities and functions have been pre-paid. Additional gratuities are at your own discretion.

## CONTACT INFORMATION

For information regarding general questions and conference information, please contact:

**Marion Tripp**

Events Manager, CISC-ICCA

Telephone: 647-286-9364

Email: [mtripp@cisc-icca.ca](mailto:mtripp@cisc-icca.ca)