METAMORPHOSIS
TRANSFORMING TOMORROW
IT@UofT • 2025 CONFERENCE • MAY 6-7

IT@UofT 2025 CONFERENCE
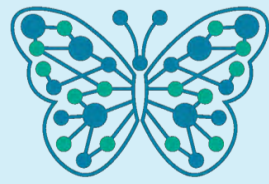## May 6-7, 2025

EXHIBITOR HANDBOOK
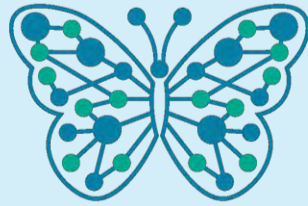
UNIVERSITY OF TORONTO | Information Technology Services

WELCOME TO IT@UofT 2025 conference

Thank you for your commitment to IT@UofT 2025! We look forward to connecting with you May 6–7.

Use this handbook to navigate your sponsorship experience and ensure you're all set for IT@UofT.
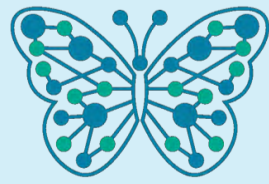
If you have any questions, please reach out to Marden Paul marden.paul@utoronto.ca, Director, Planning, Governance & Assessment.

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GET READY FOR IT@UofT CONFERENCE

Gigabyte sponsor presentation:
As part of your sponsorship package, you are designated a breakout session. Please submit a presentation proposal for a session at the conference via this online form by **March 31**. Submissions will be reviewed by Marden Paul marden.paul@utoronto.ca based on the conference theme and guidelines, and we will get back to you **mid-April.**
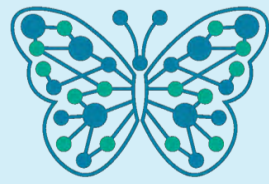
Register:
If you are attending IT@UofT conference as a sponsor/exhibitor, register via the online form by **April 22**. Please use your business email address to register.

Parking:
Lot C at Bahen Centre and Lot A at Myhal Centre are the closest parking lots to the conference location. For more information, rates and passes, visit the U of T Transportation Services website.

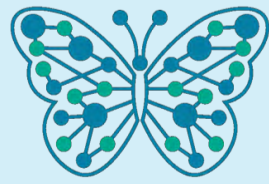If you have any questions, please contact marden.paul@utoronto.ca.

METAMORPHOSIS
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INFORMATION REQUIRED FROM SPONSORS

☑ **Sponsor logos:** Please provide two versions of your logo—one in full colour and one in single colour. Vector formats (EPS preferred) are ideal. If a vector file is unavailable, high-resolution JPEG or PNG (minimum width of 1080px) are acceptable.

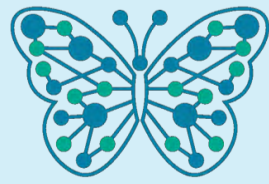☑ **Website URL:** Provide one URL that will be linked to your logo on the IT@UofT website.

Please submit to its.eda@utoronto.ca by **April 7**.

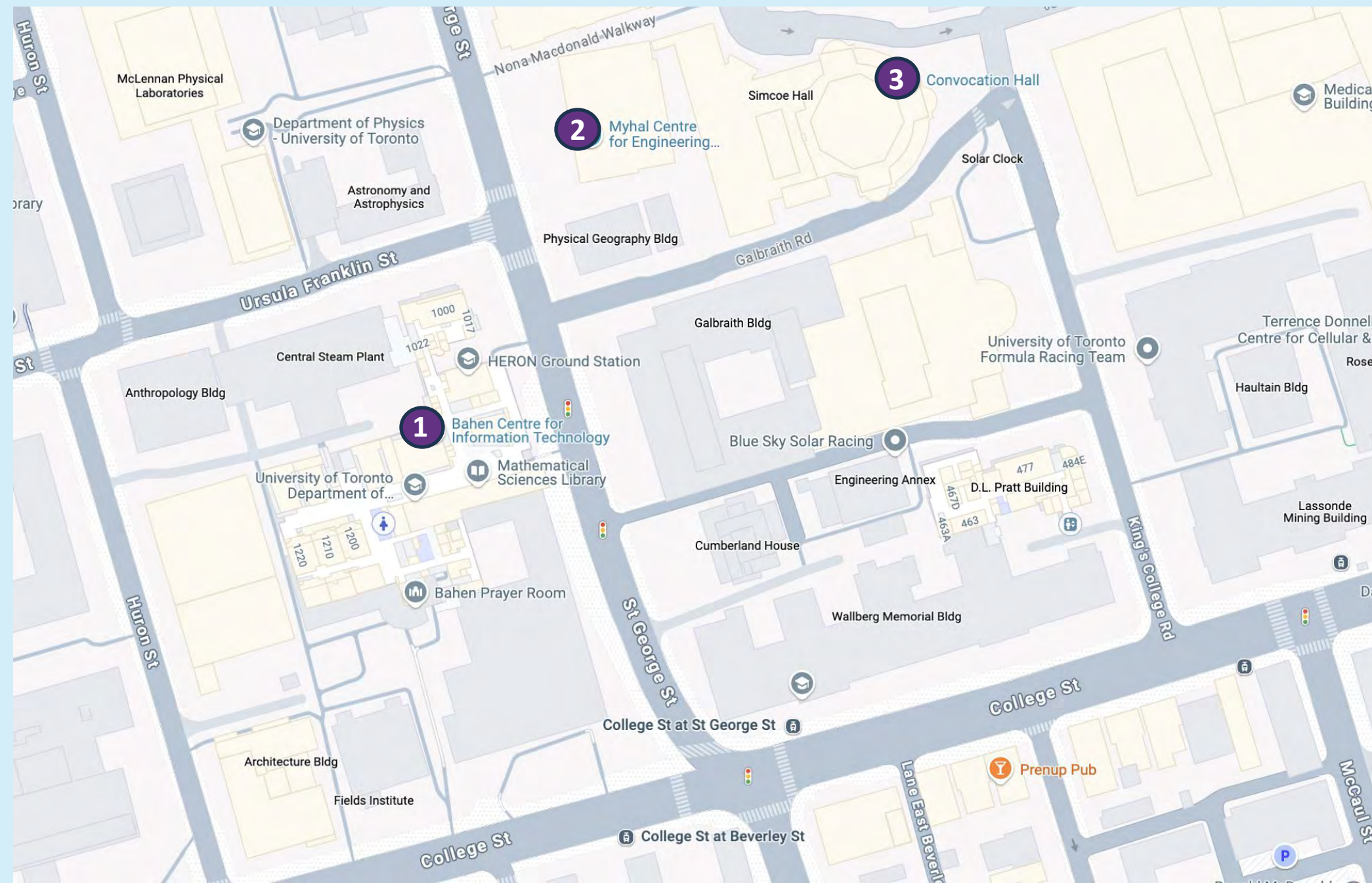# SCHEDULE AT A GLANCE

May 5	May 6	May 7
Bahen Centre for Information Technology, 40 St George St, Toronto, ON M5S 2E4		
• **12 – 4 p.m.:** Sponsor move-in and set-up	• **7:30 – 8:30 a.m.:** Sponsor move-in and set-up • **8:30 a.m. – 5 p.m.:** Sponsor expo hours	• **9 a.m. – 3 p.m.:** Sponsor expo hours • **3 – 5 p.m.:** Sponsor tear-down

View the more detailed program at the conference website. The schedule is subject to change.
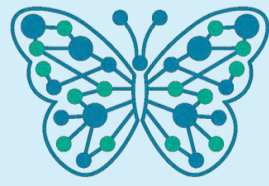
CAMPUS MAP AND DIRECTIONS

Details to help you navigate the University of Toronto's St. George campus.

1. [Bahen Centre for Information Technology, 40 St George St, Toronto, ON M5S 2E4](#)
2. [Myhal Centre for Engineering Innovation and Entrepreneurship (MY), 55 St George St, Toronto, ON M5S 0C9](#)
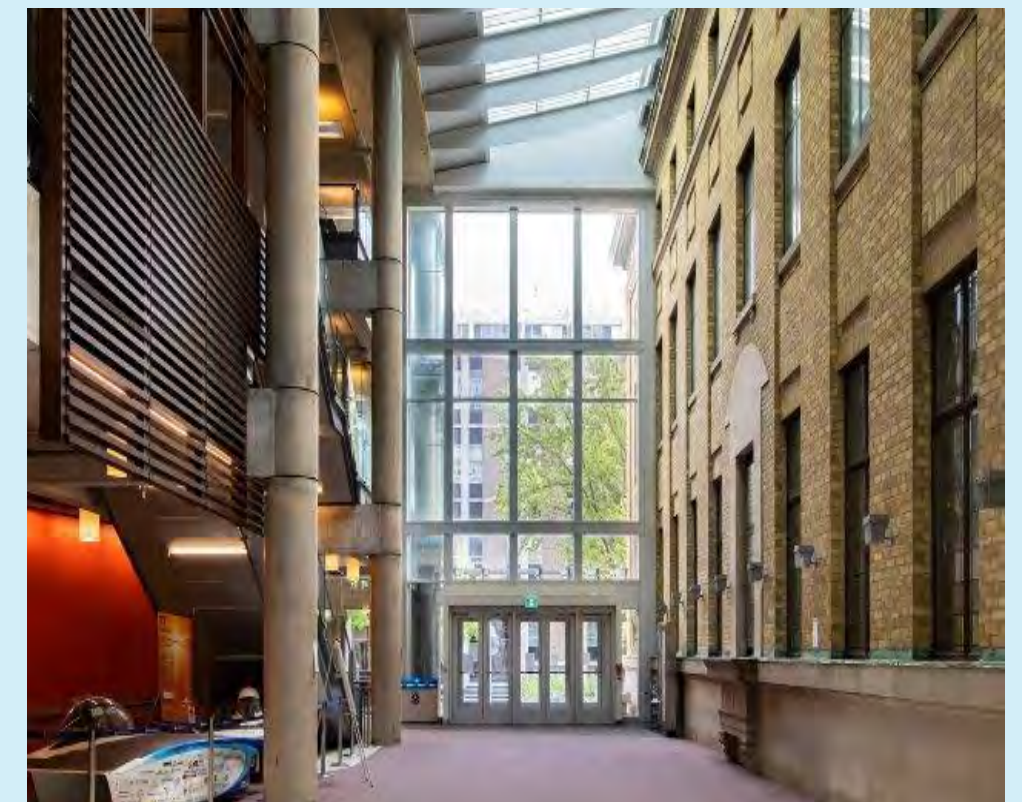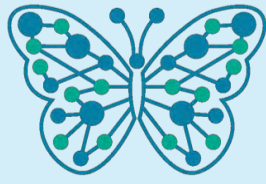3. [Convocation Hall, 31 King's College Cir, Toronto, ON M5S 1A1](#)

EXHIBITOR SPACE

The sponsor exhibit space will be set up in the atrium at the Bahen Centre for Information Technology.

This space will be the central hub for delegates to mingle, network and enjoy their coffee breaks before and after sessions.
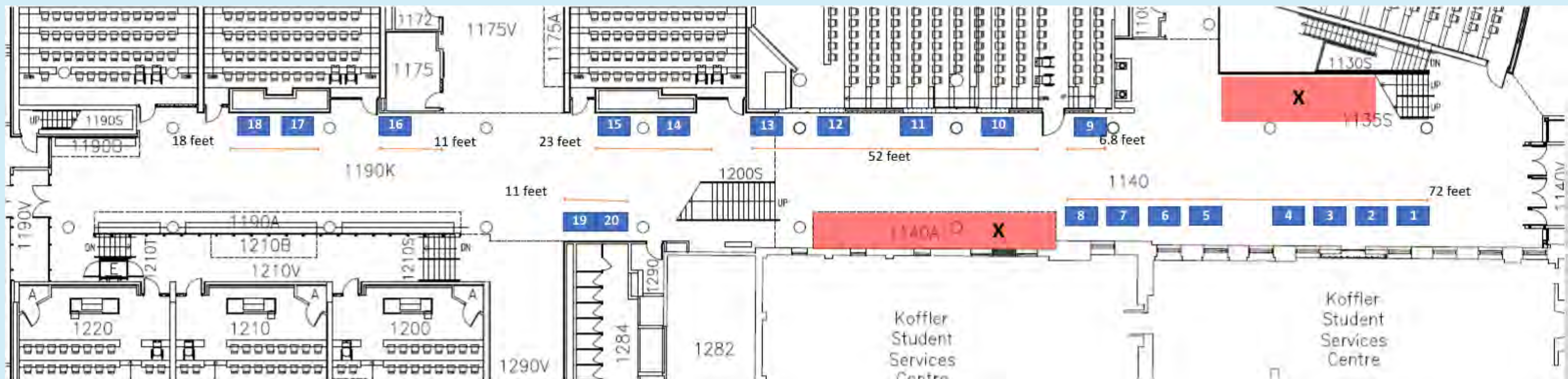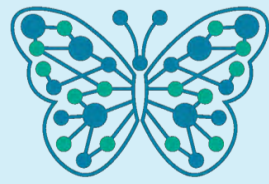
EXHIBITS AND FLOOR PLAN

☑ Physical table assignment will be handled individually and will be communicated directly to sponsors during the last week of April.

☑ All physical tables will have approximately 7 feet x 6 feet of space.

☑ You will be provided with a 6-foot table, including black linen and two chairs.

☑ Power and guest Wi-Fi access will be provided for each table. Each exhibitor will have two three-prong outlets, which can supply a total of 10 amps of power at 120 volts.

PAYMENT INFORMATION

Credit card:

Credit card payments can be made via the online form.

EFT/wire transfer:

EFT/wire transfers can be sent to:

Beneficiary name: The Governing Council of University of Toronto
Beneficiary's address: 215 Huron Street, Toronto, ON M5S 1A2
Beneficiary's Bank Account: 0978612
Institution Number: 010
Branch Number: 04702
Bank: Canadian Imperial Bank of Commerce
Bank address: 460 University Avenue, Toronto, Ontario, Canada
SWIFT: CIBCCATT
ABA/Routing number: //CC001004702
Remittance email: ofss.ar@utoronto.ca

Cheque:
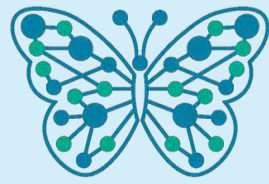
Cheques can be sent to:

University of Toronto
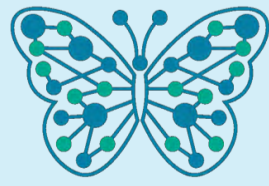OREP Financial Strategy & Services Department
Simcoe Hall
27 King's College Circle, Room 240
Toronto, ON M5S 1A1

SPONSOR CHECKLIST

☑ **Gigabyte sponsors only:** Submit a proposal for your breakout session by **March 31**.

☑ Submit your logos and website URL as outlined on page 5 of this handbook to its.eda@utoronto.ca by **April 7**.

☑ Please complete your IT@UofT conference sponsorship payment by **April 15** . Your invoice was sent to the email provided on your sponsorship agreement.

☑ Register for the conference by completing the online form. Please complete all sponsor/exhibitor registrations by **April 22**.

☑ Review all the information provided in this handbook to ensure you're ready for IT@UofT conference!

CONTACT

Contact:
Marden Paul, Director, Planning, Governance & Assessment
marden.paul@utoronto.ca

Website:
https://conference2025.its.utoronto.ca/