BDC Square Toronto – Event Flow Deck Canadian Business Women Trade Delegation

Welcoming the dreamers. The doers. The entrepreneurs.

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Event Scope

- Name : Canadian BusinessWomen Trade Delegation
- Date : December 2, 2026
- Time : 5:30 PM – 8:00 PM
- Location : Client Center
- Number of guests : 130

Summary of event + event objectives:

The event will bring together representatives from various Chambers of Commerce, including Ontario and national Canadian chambers, Boards of Trade, women's business organizations, ethnic business councils, and professional leaders such as lawyers, accountants, and other key stakeholders, as well as distinguished dignitaries from the public and private sectors.



BDC Square **Toronto**

81 Bay St.,

Suite 3700

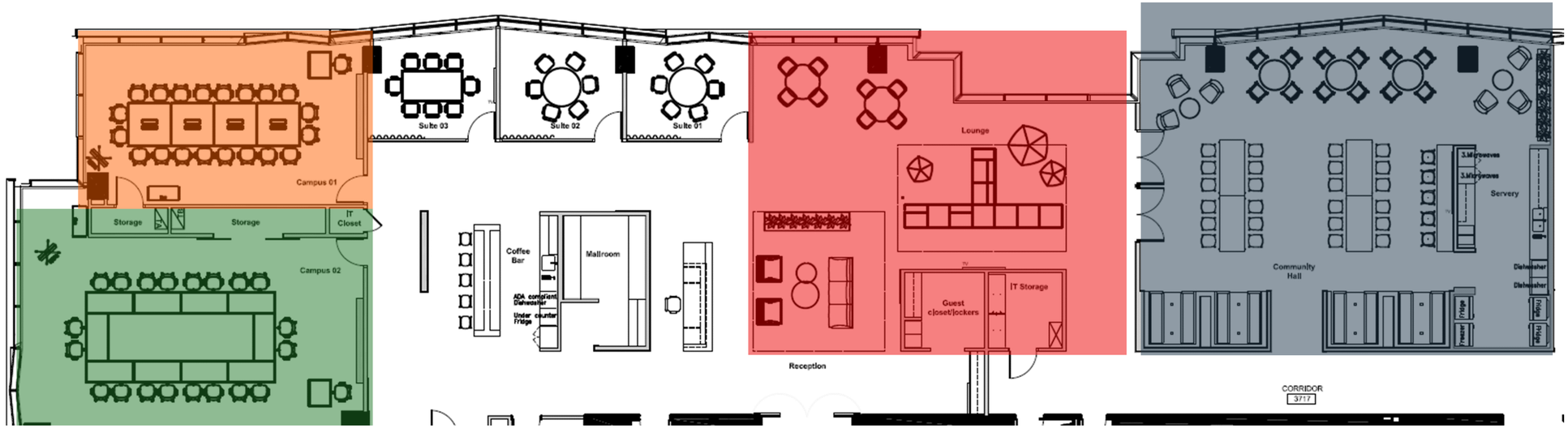
Toronto, ON
CIBC Square

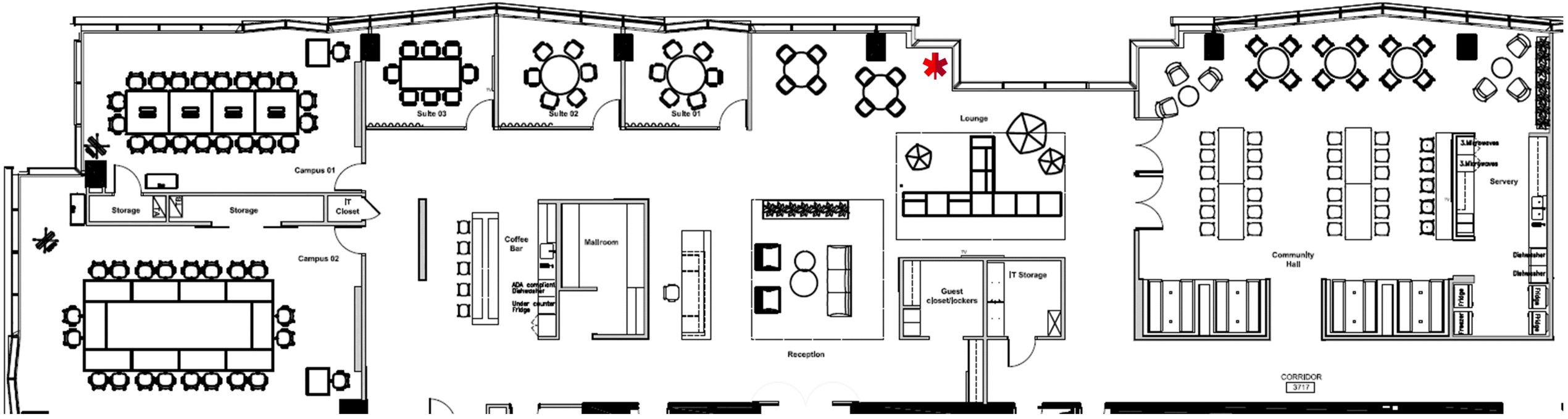
Rooms capacity

	Lounge	Community Hall	Combined*	Library	Campus 1	Campus 2
Theater	33	55	-	-	-	20
Classroom	-	24	-	-	20	20
Cocktail	50	60	130	20	20	35
Square footage	933 sq.ft.	1,178 sq.ft.	2,111 sq.ft.	672 sq.ft.	590 sq.ft.	956 sq.ft.

* Depending on type of chairs and layout of the room

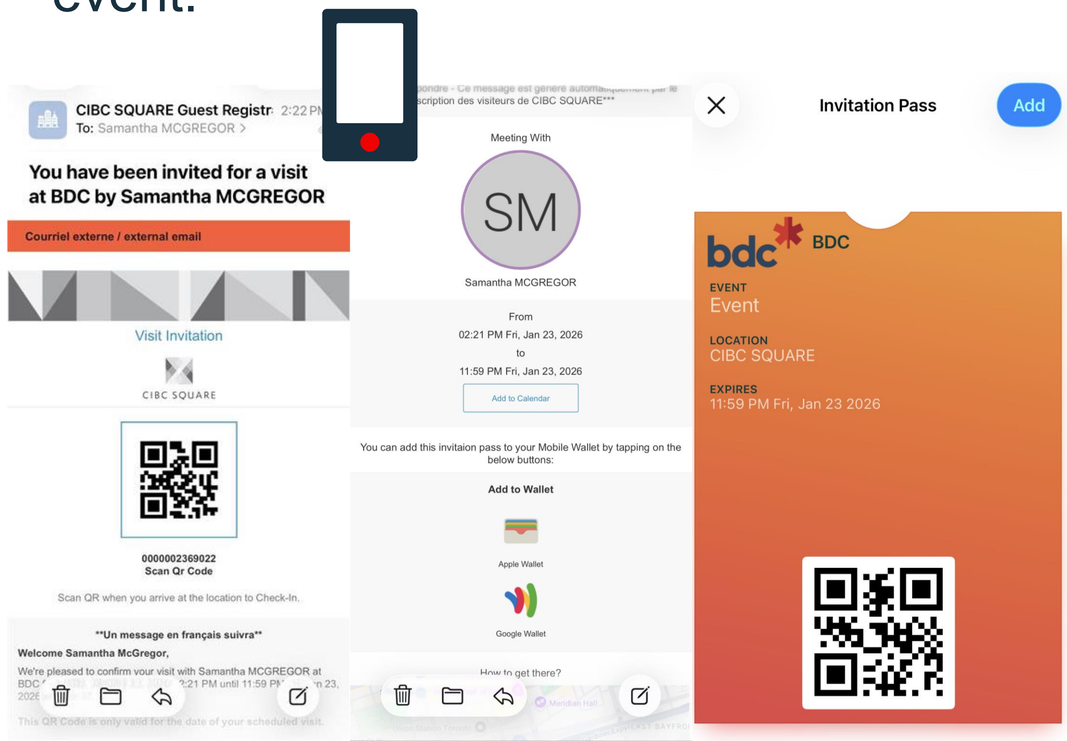





Suite 03
Suite 02
Suite 01
Campus 01
Storage
Storage
IT Closet
Campus 02
Coffee Bar
ADA compliant Dishwasher
Under counter Fridge
Mailroom
Reception
Lounge
Guest closet/lockers
IT Storage
Community Hall
3 Microwaves
3 Microwaves
Servery
Dishwasher
Dishwasher
Fridge
Fridge
Freezer
CORRIDOR
3717

Event / Building Access

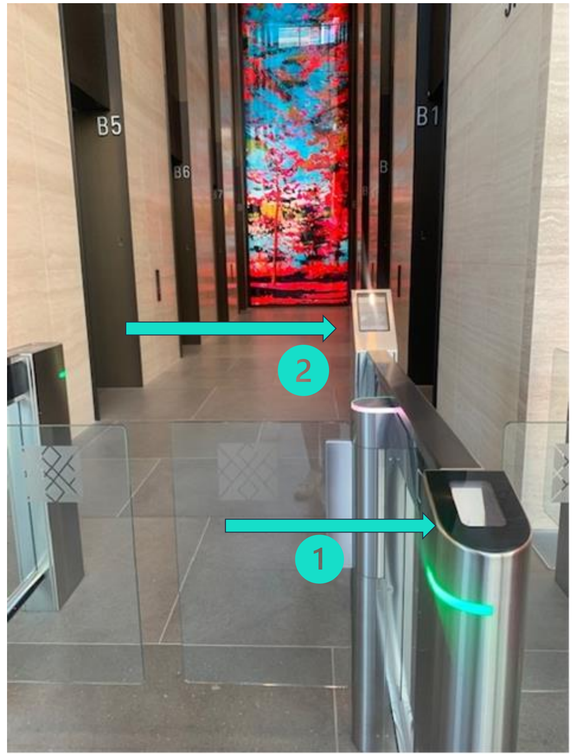
- All visitors to CIBC Square (where BDC Square is located) requires a unique and personalized QR code.
- QR codes are sent by your BDC Square coordinator 24 hours prior your event.
- Please provide your coordinator with a copy of the guest list at least 36 hours prior your event.

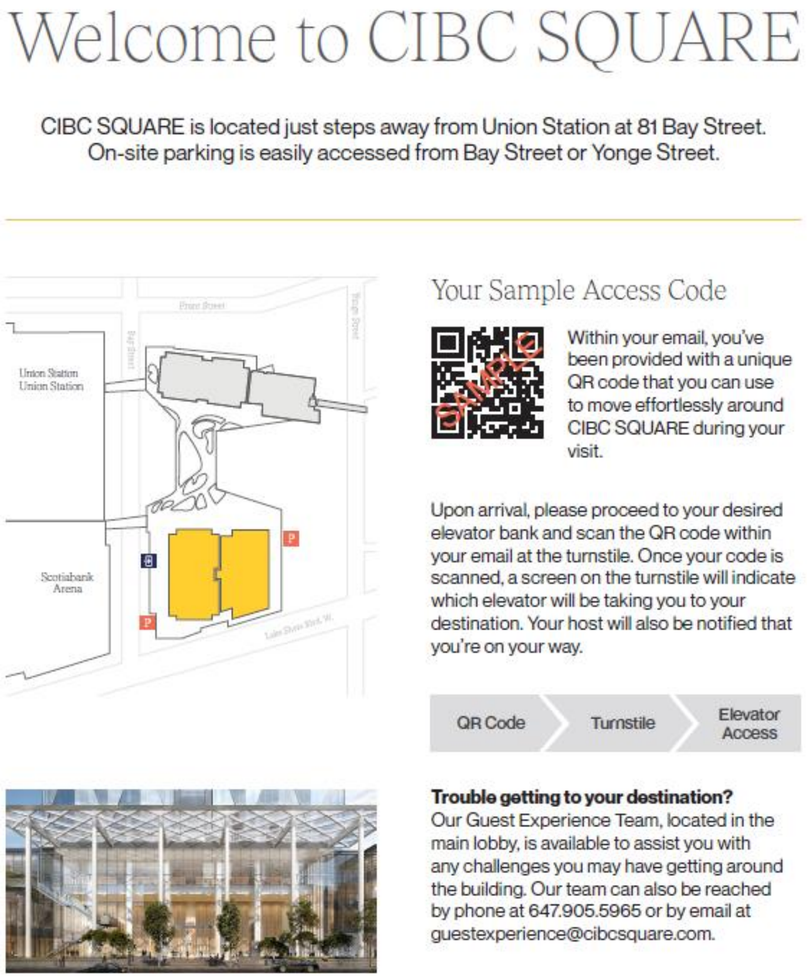




CIBC Square Lobby

- How the QR codes work
  - Upon arrival guests will scan their QR code on the glass reader (1) and then an elevator will automatically be called for them and displayed on the screen (2)
- Volunteers/Brand Ambassadors
  - If you event has more than 20 people, CIBC Square encourages you to have someone in the lobby to assist
  - A BDC or partner banner can be placed near the turnstile to help direct folks to the correct turnstiles
- What if someone shows up without a QR code?
  - Check in with lobby security and they will call your BDC Square representative to ask for permission to send them up





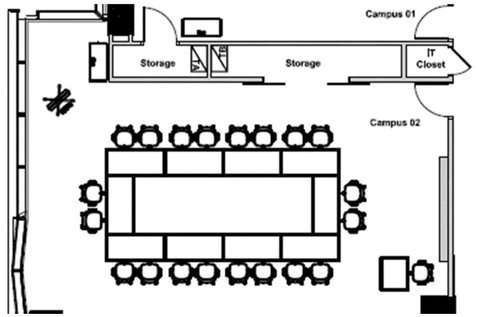
Reception

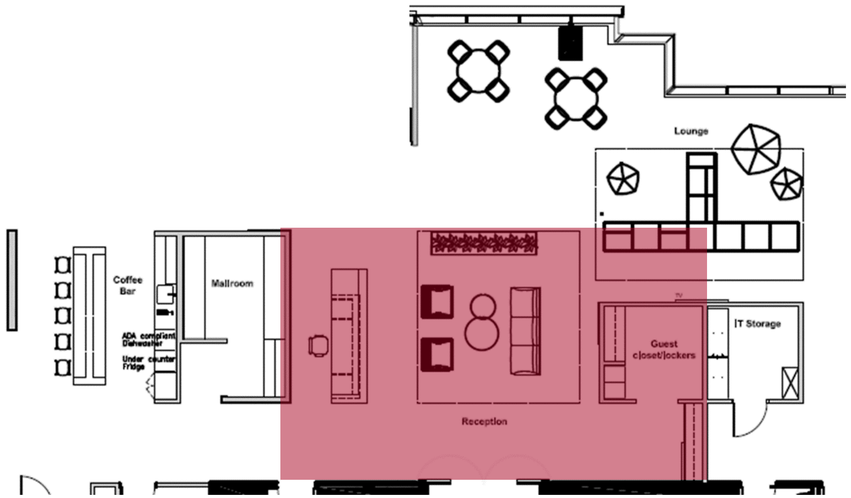
- Once your guest arrives on the 37th floor they will walk directly though glass doors into our reception area.
- Here they will proceed to the white reception desk (left) and check in (and receive name tags if applicable).
- A coat room is located to the right of the glass doors.





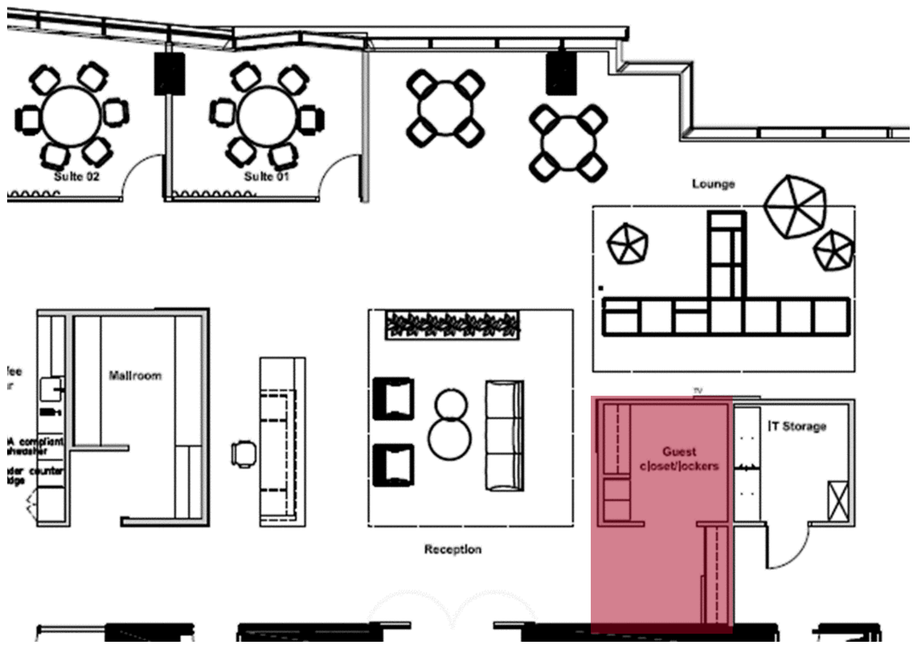






Cloakroom

- BDC Square offers you a cloakroom for your events.
- The cloakroom is self-serve, but you can appoint a person to the cloakroom if you wish.

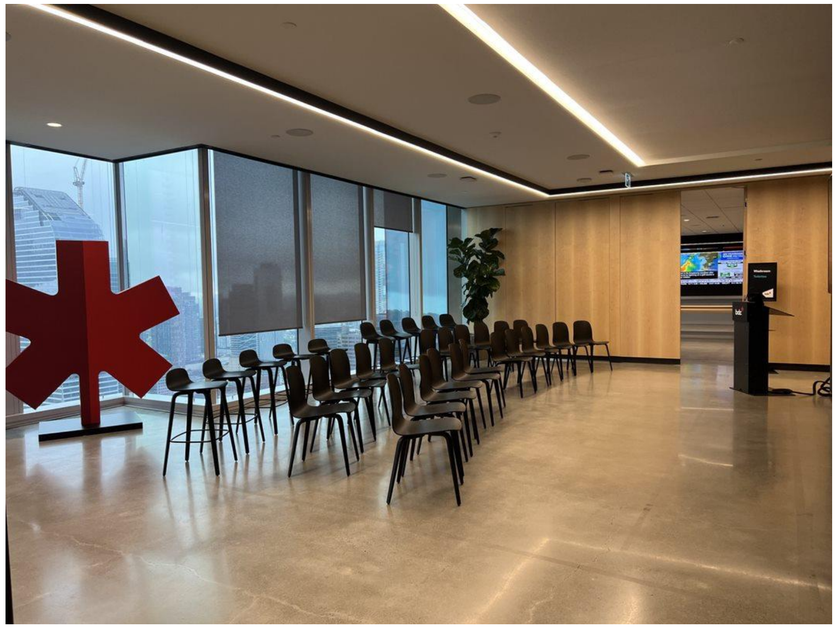




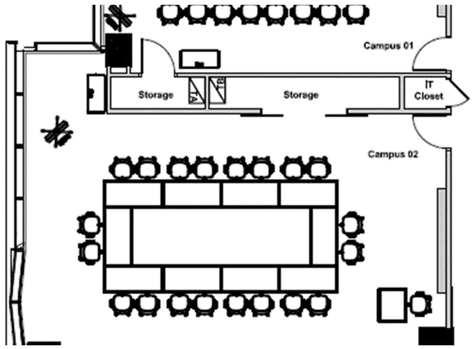
Lounge

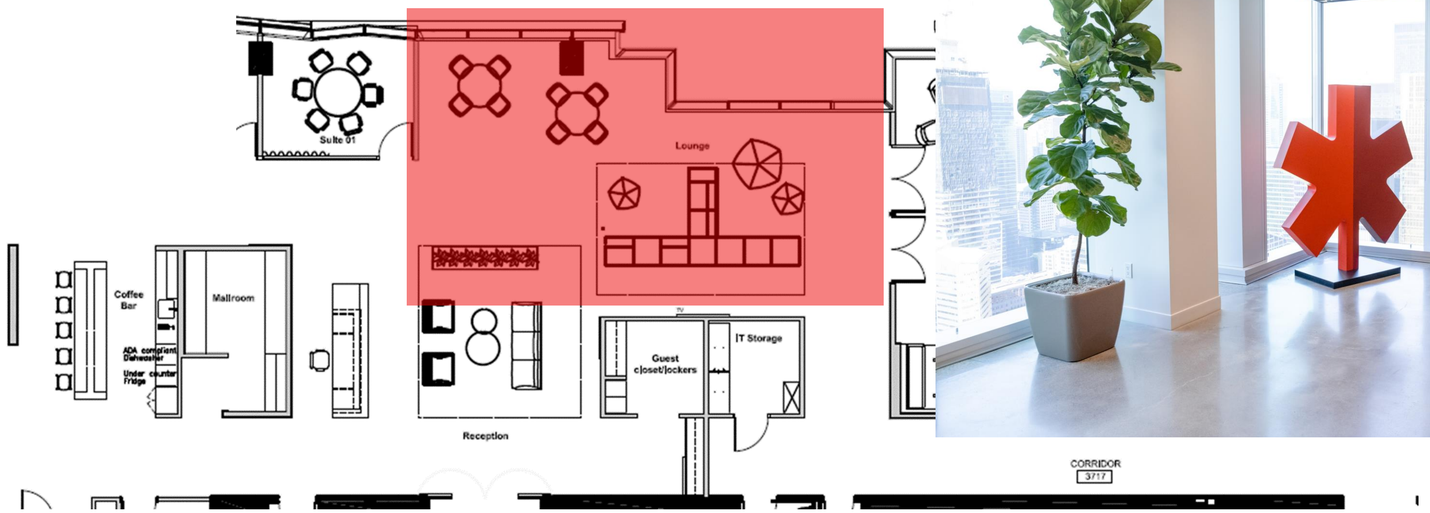
- The lounge is used as the primary networking space.
- For small events (50 people or less), we utilize the lounge as the whole event space
- For larger events 50-130, the lounge acts as just a networking space.











Lounge continued











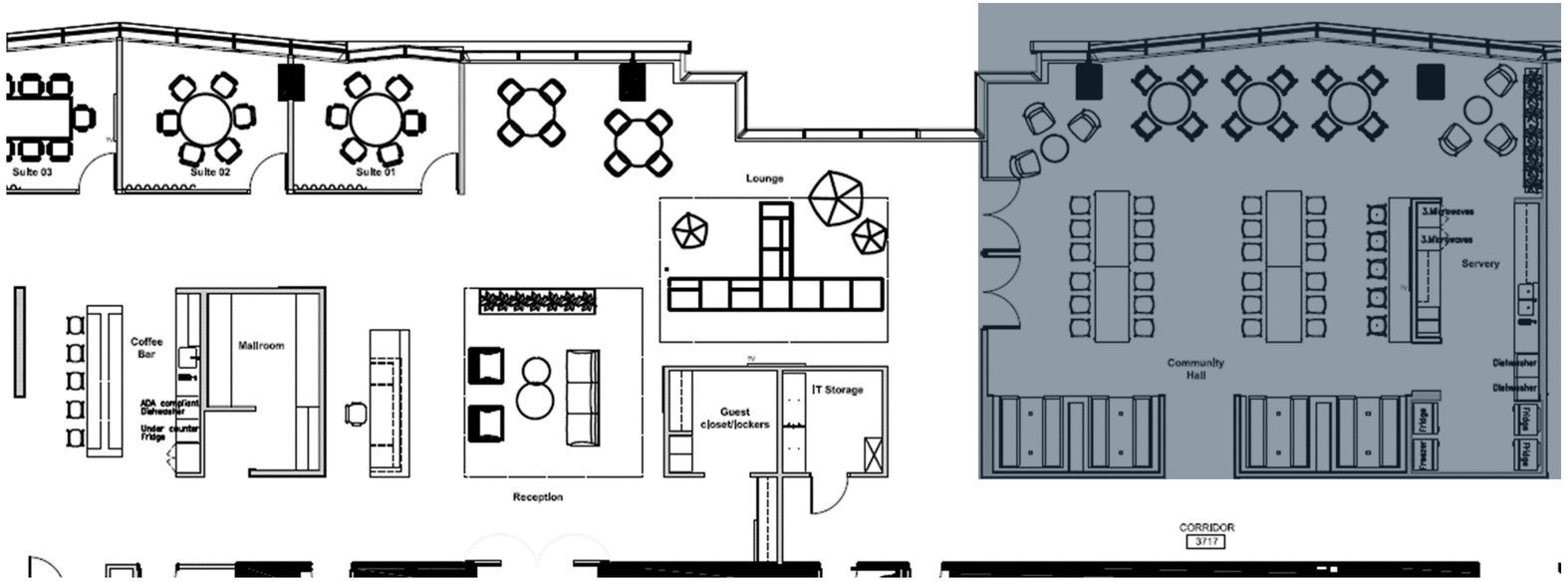


Community Hall

- The community hall is used as a networking or presentation space.
- Can also be used for theatre style set up and workshops.









Community Hall Continued

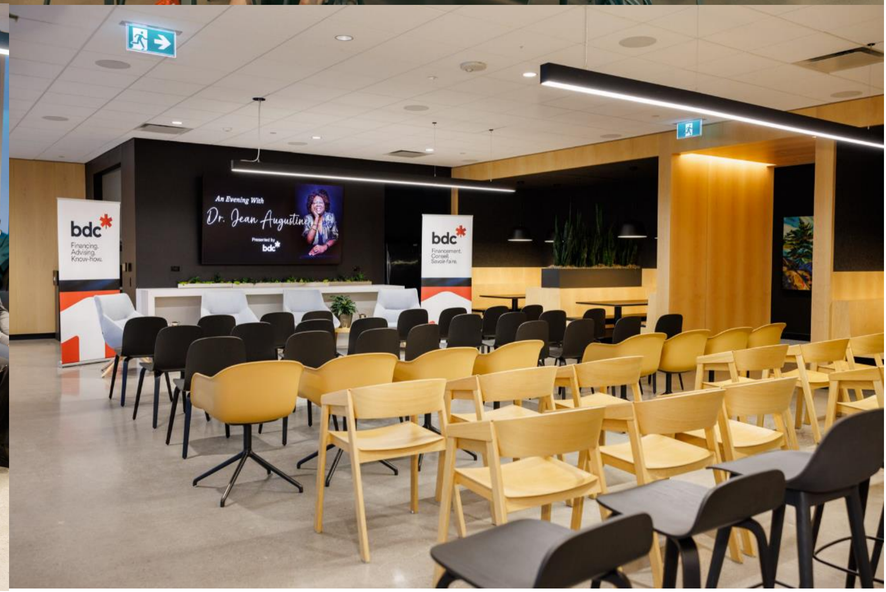








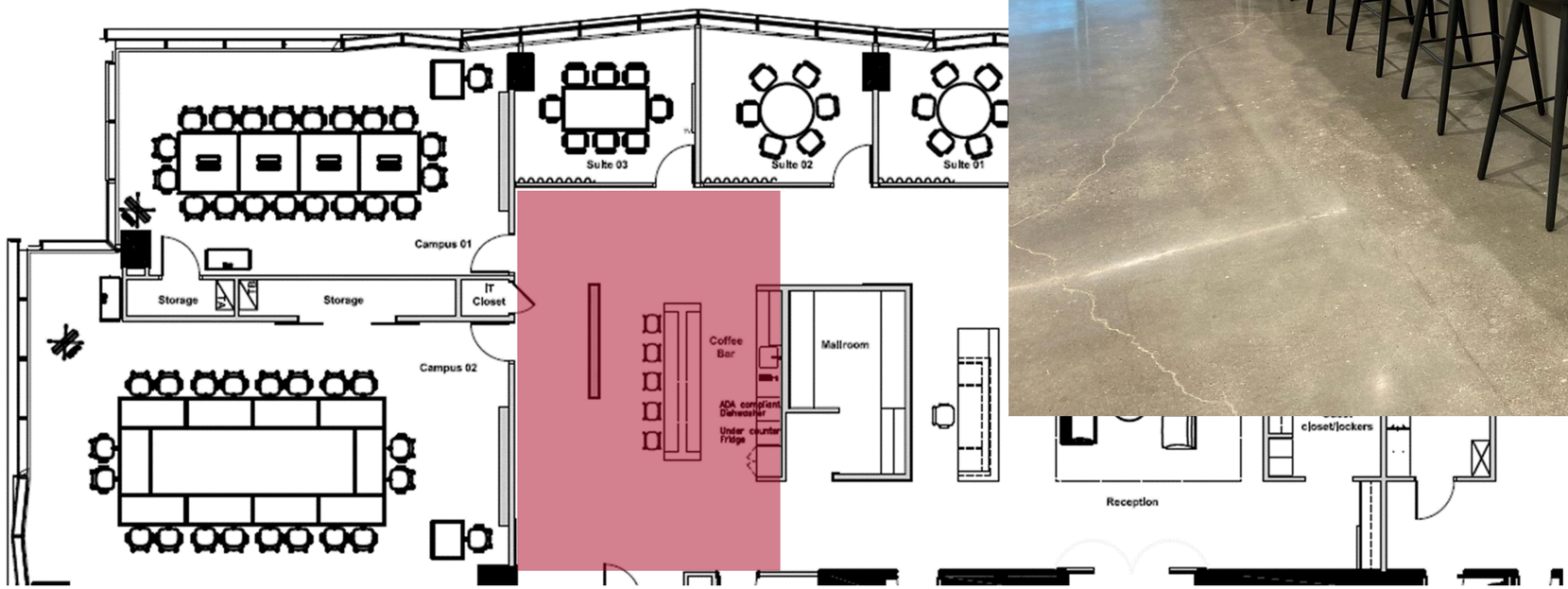




Coffee Bar

- Used as catering prep space
- Used for food/coffee station when campus 1 and 2 are being used

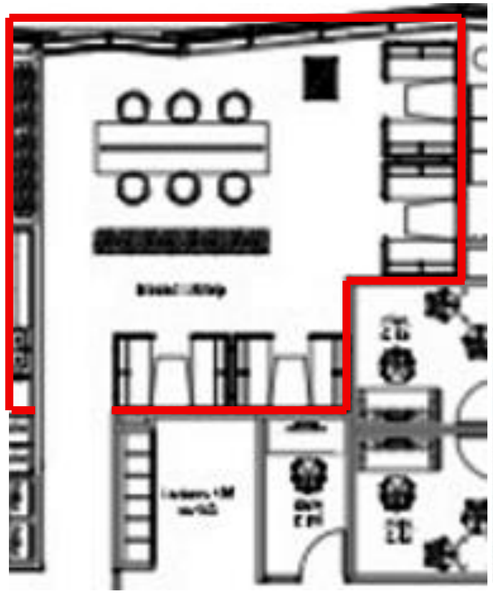


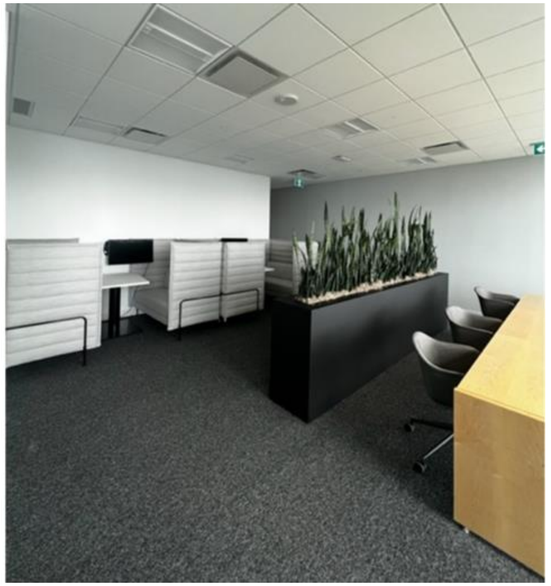


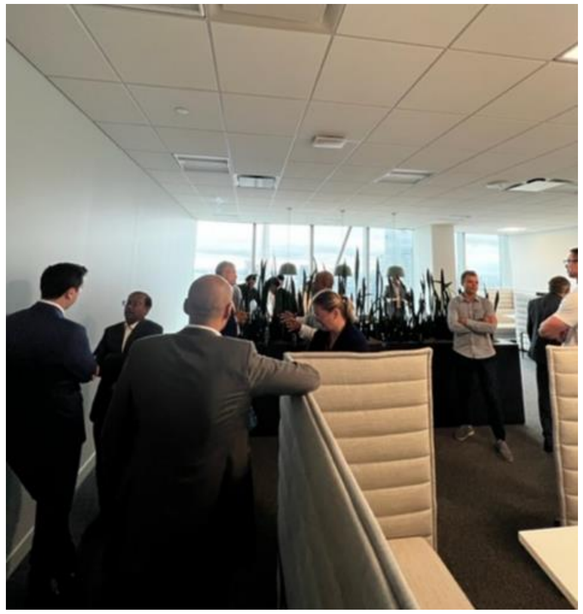
Library

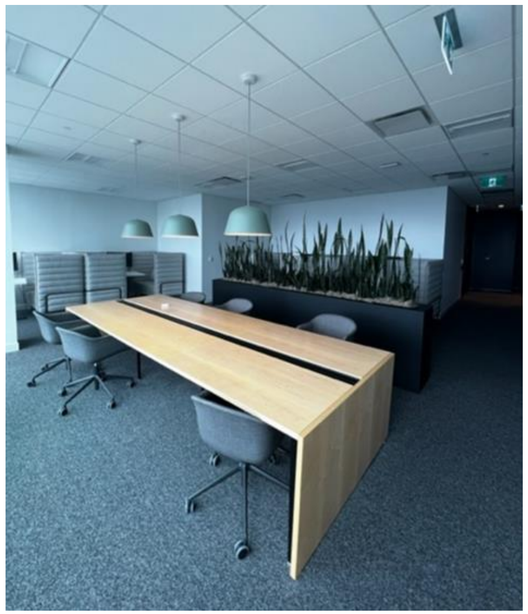
- The Library is a fantastic space used for casual networking or break out sessions
- This semiprivate room is equipped a dining table 6 chairs and sound absorption booths
- Ideal for luncheons and workshops.











Campus 1

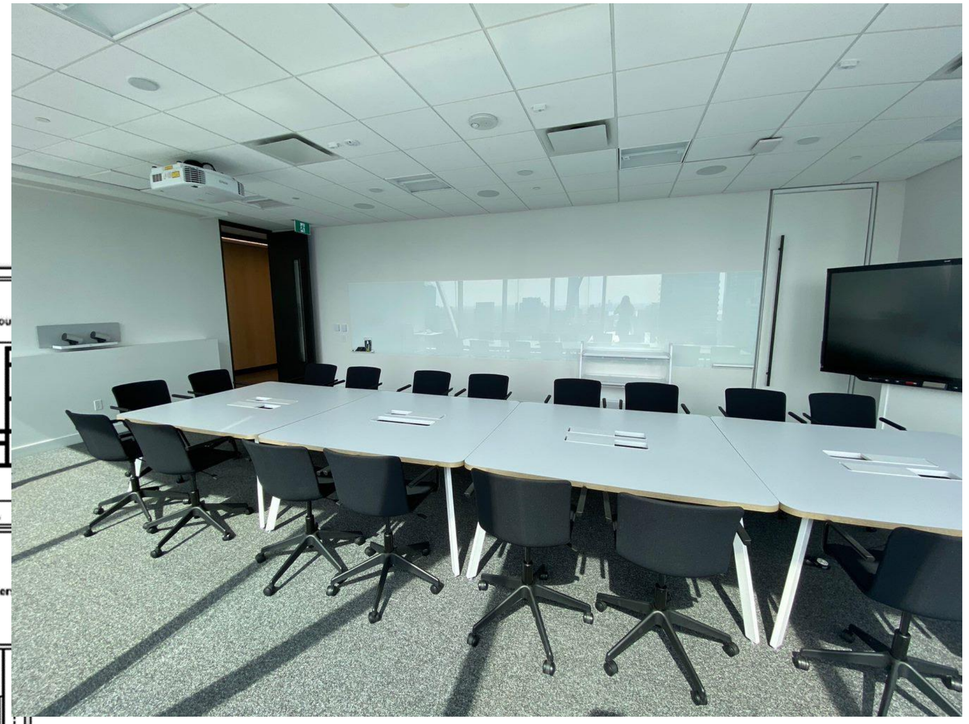
Capacity – 20

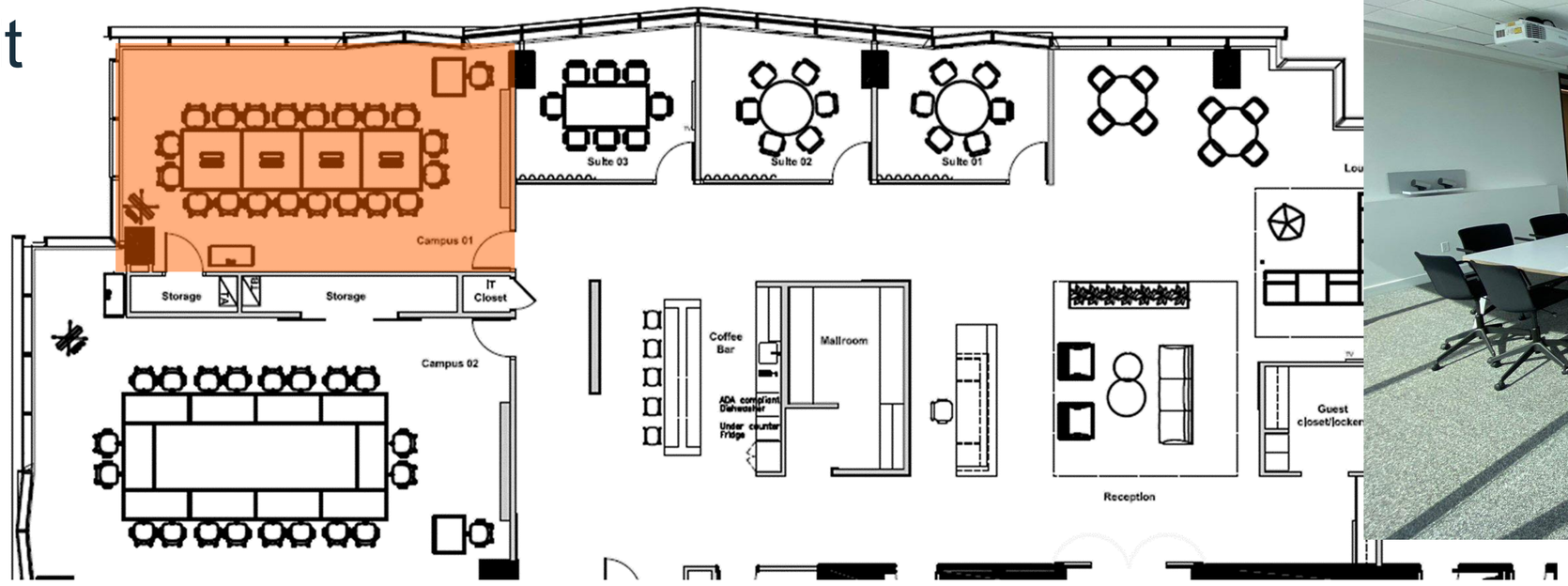
View – CN Tower + Lake Ontario (corner unit)

Furniture – 4 large square tables with seating for 20

Limitations – cannot move the tables within the room or out of it







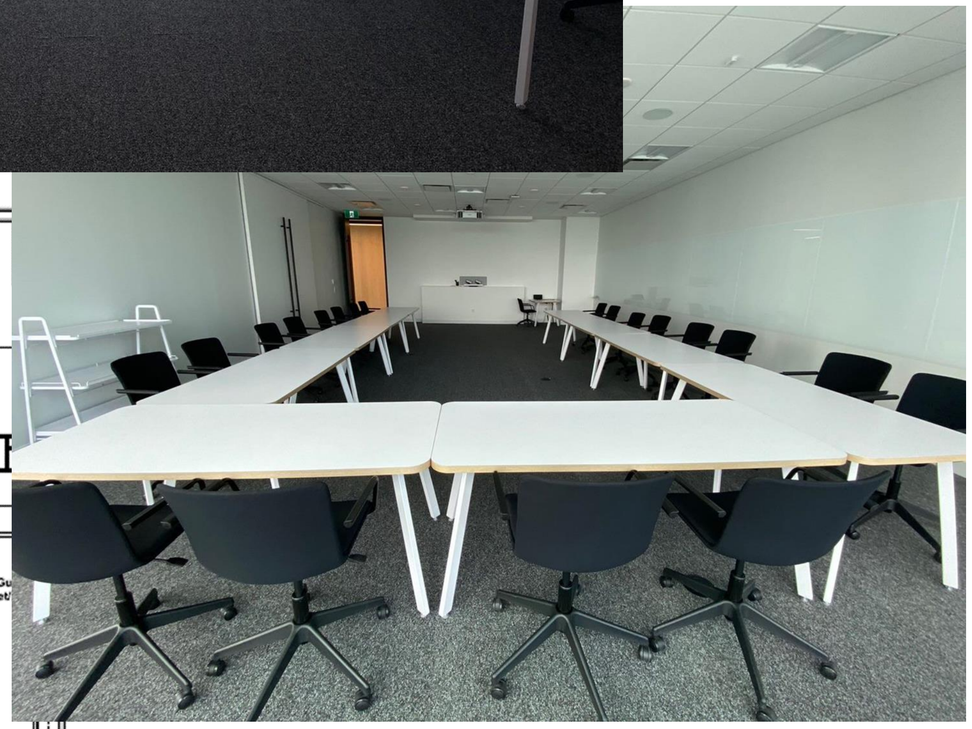
Campus 2

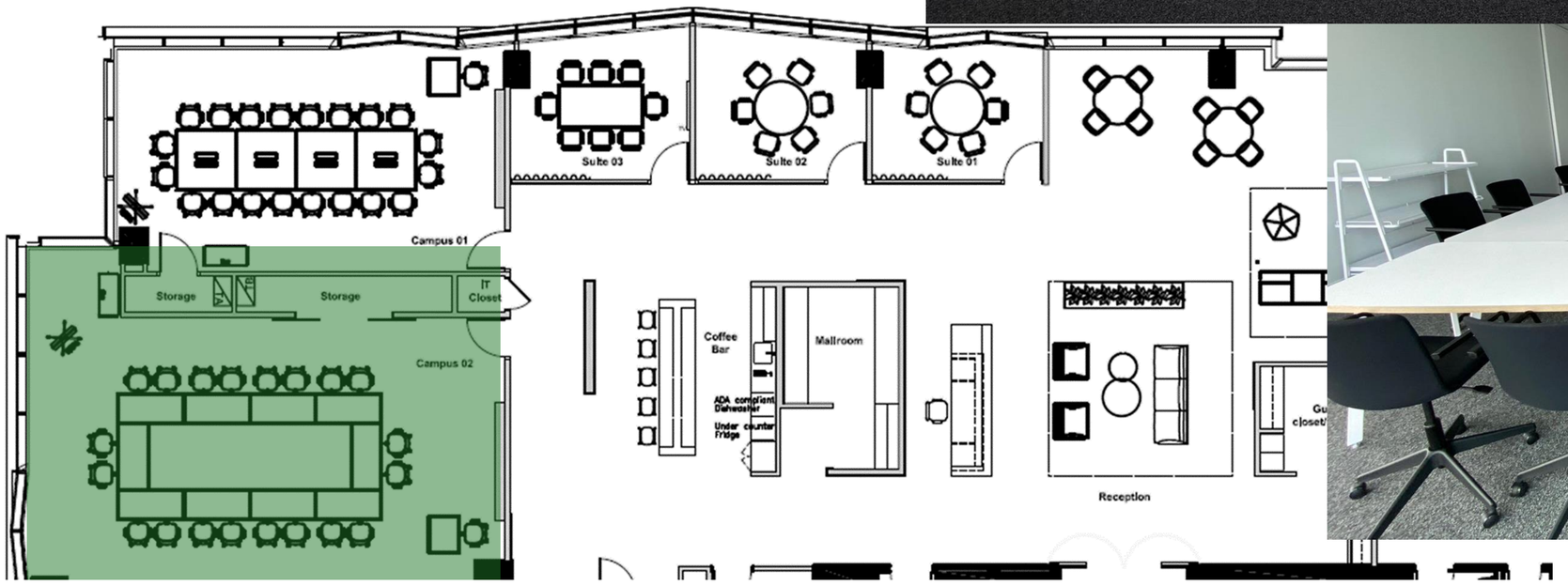
Capacity – 30 standing, 24 seated

View –Lake Ontario

Furniture - 10, 2 person tables with seating for up to 24
Limitations – no view of the CN tower

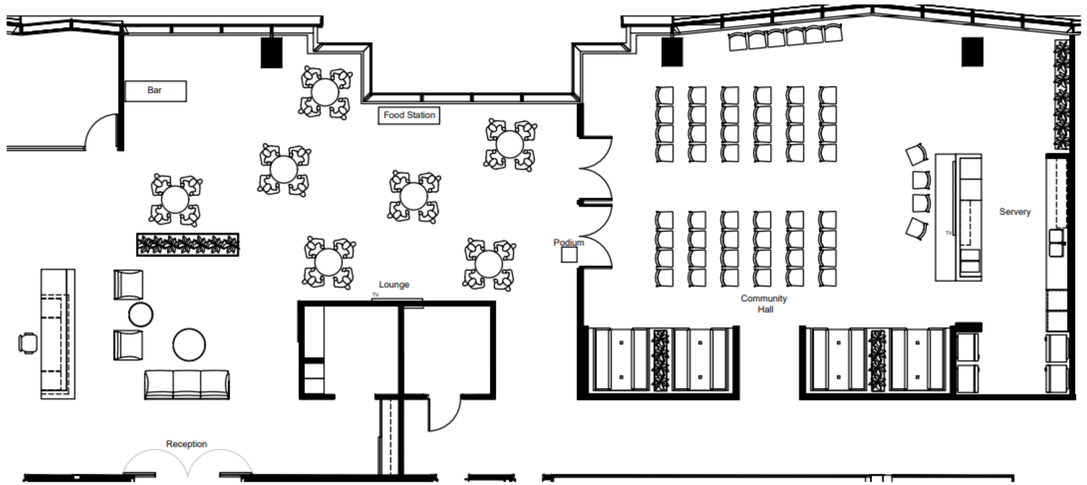


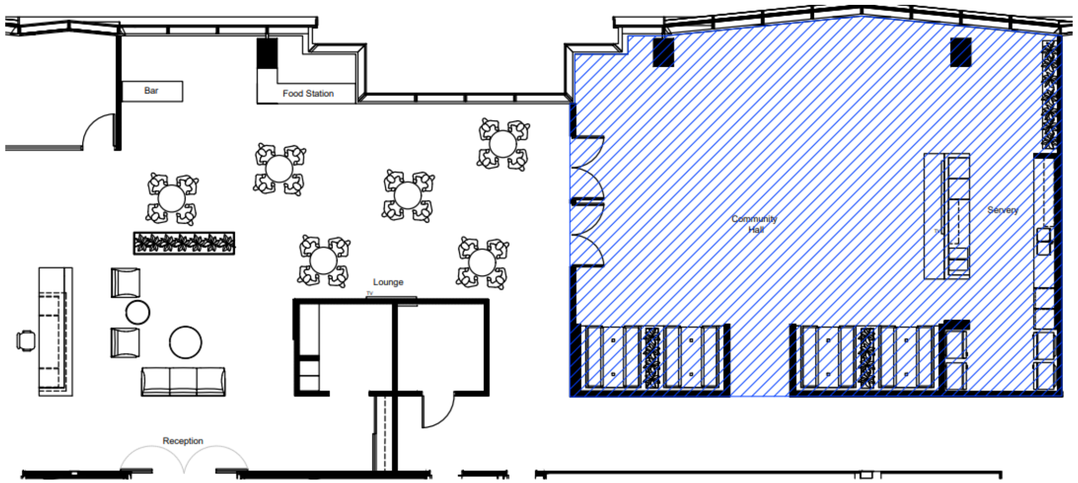


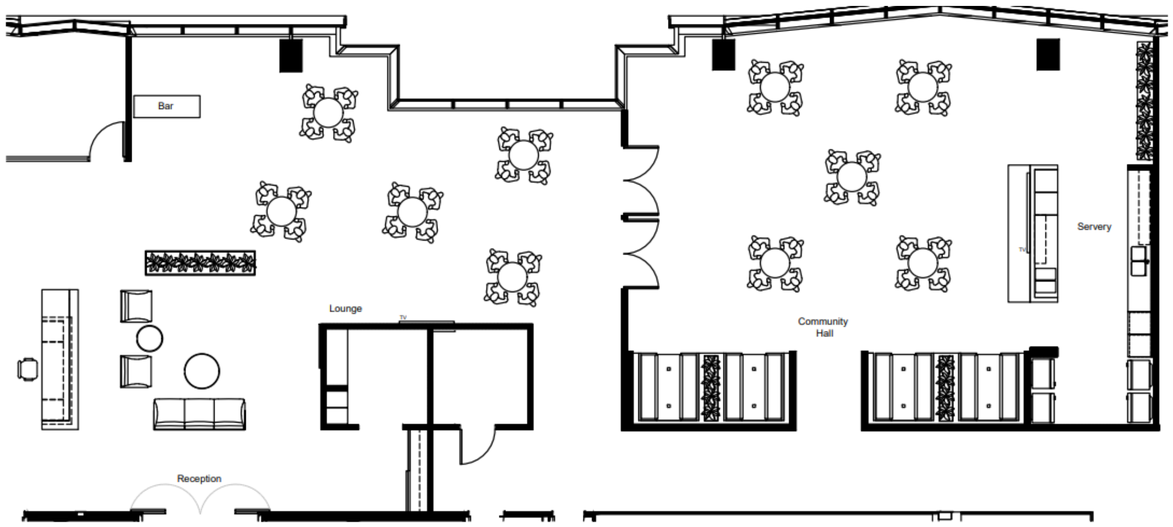


Your Event Floor Plan

Changes for every event







Other Logistics

Greeting visitors during an event

- At the time of your event, a table will be set up in the reception area to sign in your participants.
- Both internal and external participants will receive ID badges in the BDC colour. These badges are magnetic to prevent clothing damage.
- The badges for BDC employees will have a red logo and those for external participants will have a turquoise logo.
- Partner logos can be added to name tags.
- For security purposes we highly recommend name tags.
- **BDC rule: The BDC Square team must receive the list of participants no later than 72 hours before the event. If you do not follow this rule, you will be responsible for lettering the badges by hand.**







Vendors

Ask your BDC Square Coordinator for the full vendor guide!

- Any supplier to be used by the organizer is subject to approval by the BDC Square team.
- Our team is here to help recommend the best vendors that are tailored to your event.
- A focus on sustainable, diversity, and local suppliers.

Catering services

- Our team can suggest caterers based on your budget, theme, dietary restrictions and more.

** The sale of alcoholic beverages is prohibited on BDC premises across the country and at all events*



Music, videos and photos

- The event host must secure the rights to use the music/ media they wish to play at the event.
- The event host is responsible for obtaining consent from participants prior to filming or taking photographs.



Technical equipment

- A list of technical and logistical equipment will be provided by our event team.
- Fees for additional technical equipment, if applicable, will be charged to the organizer.



Is your event DEIA mindful?

Diversity, Equity, Inclusion, Accessible

- Accessibility
  - BDC is committed to fostering an accessible and welcoming environment for all. If you require an accommodation for this event, please contact us at accessiblebdc@bdc.ca.
- Diversity Suppliers / Equitable Opportunities
  - Looking for vendors? Ask your BDC Square coordinator to share our 2026 guide.
- Inclusion
  - Need a prayer room or private space? Make sure to tell your BDC Square coordinator ahead of time.
  - Have you considered allergy and dietary restrictions when ordering catering?

Is your event Sustainable?

Sustainable Event Checklist

Catering

- ❑ No plastic water bottles (request water jugs or dispensers instead).
- ❑ Eliminate food waste by confirming the exact number of participants to avoid over-ordering.
- ❑ Avoid single use plastic for utensils and serving materials. Request reusable or compostable and biodegradable items (packaging, plates, cups, utensils, napkins, etc).

Other

- ❑ Support local businesses as much as possible, for favours, catering, printing, etc.
- ❑ Be mindful when giving away favours (will guests actually use them?)
- ❑ Name tags – collect lanyards and name tags holder in order to reuse them

Printed Materials

- ❑ Consider an electronic check-in system.
- ❑ Consider whether you need print outs or if attendees can view them digitally.
- ❑ Reuse materials from past events.

Communication

- ❑ Tell your guests that we're aiming for a sustainable event.
- ❑ Provide information about sustainable best practices.

Transportation

- ❑ Encourage guests to take public transit. BDC Square Toronto is directly connected to Union Station.
- ❑ Encourage guests to carpool if they have to drive.

Available Onsite;

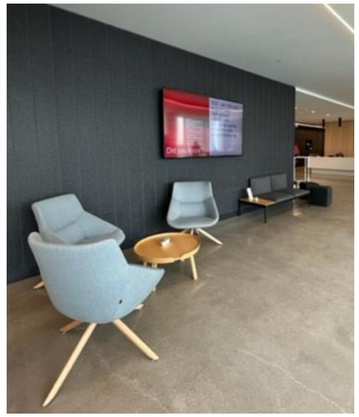
Lounge/Community Hall

- 55 theatre styled chairs
- 10 bar stools
- 4 rectangle banquet tables (6 people)
- 3 bistro tables
- 10 cruiser tables
- Centerpieces



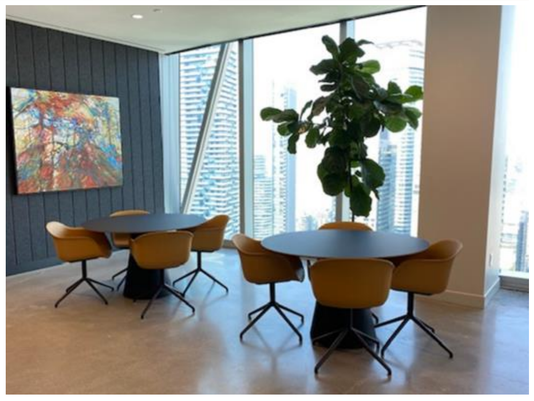










Available AV on site;

Lounge/Community Hall

- 1 podium and microphone
- 2 handheld microphones
- 3 lapel microphones
- 2 televisions which can project videos, PPTs, etc.
- Speakers throughout the ceiling.
- Guest wifi

Campus 1/Campus 2

- Video conferencing software
- LED Screen for presentations

Getting to CIBC Square

Public Transportation

CIBC SQUARE is easily accessible with direct connections to Union Station, TTC subway and streetcars, GO Transit regional bus network, and Pearson International Airport via the UP Express. All public transportation is connected to CIBC Square via the PATH (downtown Toronto's climate-controlled indoor pedestrian walkway)

Ride Share Pick up

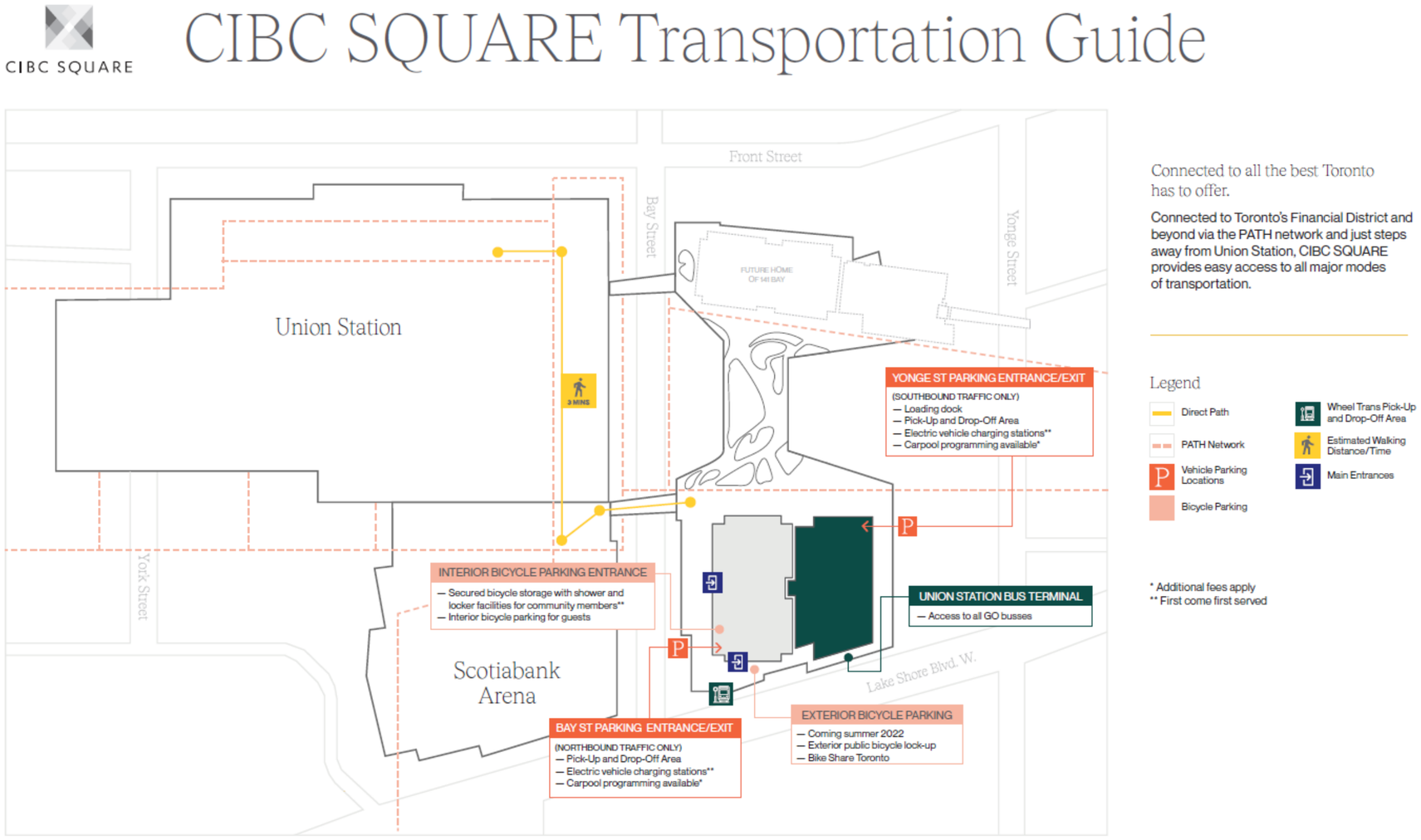
Uber/Lyft/cabs arrive at the front of the building on Bay street.

Parking

- **Indigo Parking, CIBC Square (81 Bay street)**
- CIBC Square offers a 355-stall (12 EV stations) underground parking facility accessible via Bay St. or Younge St.
  - Day Max: 6am-6pm – 34$
  - Night Max: 6pm-6am – 12$
- **Loading Dock Access:**
  - **20 Yonge street**

    (647) 905 5974

    (647) 905 - 5977



Meet your BDC Square Toronto Coordinators!



Assile Rabhi
Specializing in creating moments that matter.

647-693-7089

Assile.rabhi@bdc.ca



Natalie McGrath-Dureault
Connecting founders through inspiring, purpose-filled events.

416 849-9073

Natalie.McGrath-Dureault@bdc.ca

Other Key Contacts

Tania Garcia
Toronto Office Coordinator
Tania.GARCIA@bdc.ca
416-973-0011 (reception desk)

Arinze Onwuzor
Onsite IT Support
Arinze.ONWUZOR@bdc.ca

BDC Security
1-833-860-5872

Hines Security
647-905-5971

CIBC Square Guest Experience Desk
647-446-9000