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Department of Psychology
and Neuroscience
Dalhousie University
LSC Room 1376
1355 Oxford Street
PO BOX 15000
Halifax, NS B3H 4R2
Phone: (902) 494-3421

July 2014

Subject: Request for waiver of room rental fees for student conference

Your institution is a member of Science Atlantic (formerly APICS), a charitable association representing 17 post-secondary and research institutions in Atlantic Canada. Our mission is to advance post-secondary science education and research in the region, primarily at the undergraduate level.

For over 50 years, member institutions including yours have hosted annual science conferences on a rotating basis. These conferences are organized for students by student volunteers with the help of Science Atlantic faculty representatives. Many students look to our conferences as the highlight of their undergraduate careers.

Science Atlantic is supported through annual membership fees and in-kind support provided by its member organizations (listed on the left). In most cases, hosting institutions have been able to avoid charging room fees for Science Atlantic events through internal waivers or by providing use of rooms that are not generally rented out. This enables organizers to set registration fees at the minimum required for meals, security and minor expenses so that as many students as possible can afford to attend.

With nine annual conferences rotating around the region each year, this support does average out across the schools. Therefore, I am asking that you waive room fees for the upcoming Science Atlantic conference on your campus.

I would be pleased to provide you with any further information you might need to honour this request. If you have any questions, please contact me at lois.whitehead@scienceatlantic.ca or by phone at (902) 494-3421. Your school's Dean of Science can also be contacted for further information.

Sincerely,



Lois Whitehead
Executive Director