



# CORPORATE CATERING MENUS

Cambridge Hotel and Conference Centre

700 Hespeler Road, Cambridge, ON | 519-622-1505 | [www.cambridgehotel.ca](http://www.cambridgehotel.ca)

# The Cambridge Hotel and Conference Centre

The Cambridge Hotel & Conference Centre is the region's leading destination for meetings, conferences, and special events. Featuring more than 14,000 square feet of flexible event space across 10 dedicated function rooms, our venue is perfectly suited for everything from business meetings to elegant weddings.

## VERSATILE EVENT SPACES

Our thoughtfully designed, multi-purpose facilities can accommodate a wide range of events, including:

**Corporate Meetings:** Ideal for boardrooms, strategy sessions, workshops, and training events.

**Multi-Day Conferences:** Fully equipped to support large-scale conferences with seamless logistics and professional support.

**Social Events & Weddings:** Refined, adaptable spaces designed to bring your celebration to life.

## PERSONALIZED SERVICE

Every event at the Cambridge Hotel & Conference Centre is supported by a dedicated team of experienced event managers and skilled chefs. We work closely with you to ensure each detail reflects your vision, delivering a truly personalized experience from start to finish.

## CUSTOMIZABLE PACKAGES

Our flexible event packages allow you to customize every aspect of your event—from your catering selections to the room configurations. Whether you're planning an intimate gathering of four or a grand celebration for up to 350 guests, we tailor each event with care and precision.

## MEMORABLE EXPERIENCES

From the moment your guests arrive until the final farewell, we handle every detail to ensure a seamless and unforgettable experience. Our commitment to excellence makes the Cambridge Hotel & Conference Centre the preferred choice for exceptional events of every kind.

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*Come for  
a Tour*

We'd love to welcome you for a tour of our exceptional facilities and show you how we can bring your event to life.

Let's transform your vision into an unforgettable experience at the Cambridge Hotel & Conference Centre

— **Where exceptional service, inspired spaces, and unforgettable moments come together!**

# The Cambridge Hotel and Conference Centre

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# The Cambridge Hotel and Conference Centre

## Meeting Space Information



SUSSEX BALLROOM



DORSET/NORFOLK



DORSET



NORFOLK



YORKSHIRE



ESSEX



OXFORD



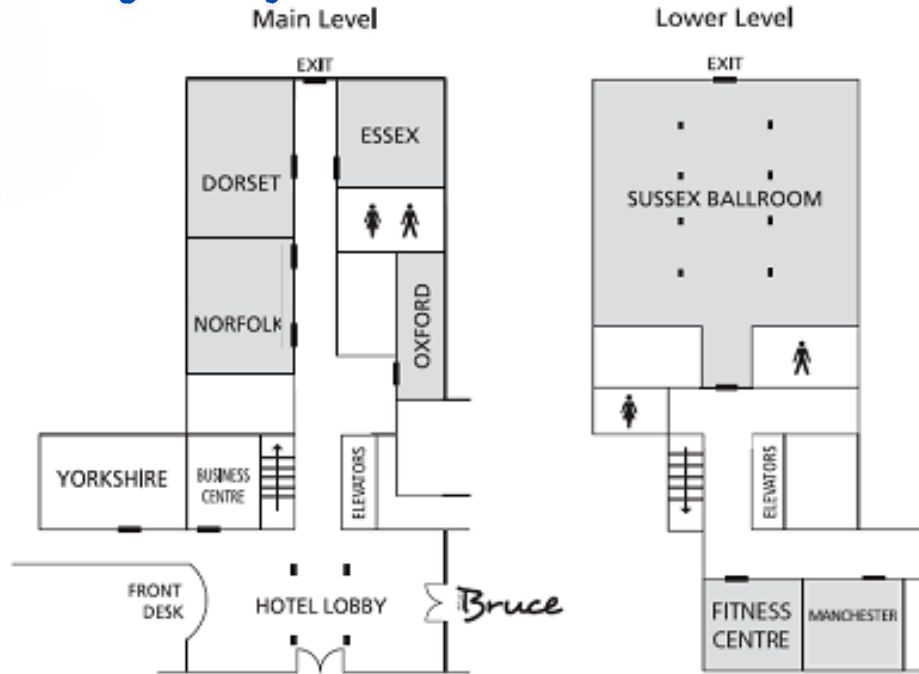
MANCHESTER



THE VENUE

# The Cambridge Hotel and Conference Centre

## Meeting Space Information



FUNCTION ROOM	DIMNS (W X L)	SQ. FT.	CEILING HEIGHT	ROUND (8)	½ ROUND (6)	RECP	T/S	C/L	B/R	U/S	H/S
Sussex Ballroom	64 x 63	4035	10'	216	162	350	350	248	42	34	40
Dorset/Norfolk	27 x 68	1836	10'	112	84	150	150	100	48	52	56
Dorset	27 x 38	1026	10'	64	48	88	88	64	24	28	32
Norfolk	27 x 30	810	10'	48	36	68	68	48	16	20	24
Yorkshire	29 x 24	660	10'	32	24	50	50	40	16	20	24
Essex	25 x 25	625	10'	32	24	50	50	32	16	20	24
Oxford	13 x 26	335	10'	-	-	-	-	-	10	-	-
Cosmopolitan (2 <sup>nd</sup> Floor) Bridal Suite (3 <sup>rd</sup> Floor) Champagne (4 <sup>th</sup> Floor)	17 x 20	340	8'	-	-	-	-	-	12	-	-
Manchester	38 x 26	988	10'	48	30	68	68	28	16	20	24
The Venue	30 x 71	2800	12"	120	90	138	138	100	56	60	64
The Bruce Restaurant, Lounge, & Patio	Seating for 100 / Patio Seating for 65										

# The Cambridge Hotel and Conference Centre

## Meeting Packages

### All Meeting Packages include:

- Main Meeting Room Rental
- Projector and Screen
- One Flip Chart and Markers
- Bottled Water, Pads, Pens and Mints
- Complimentary Parking
- Complimentary WiFi
- Professional Banquet Staff to Look after your Team

**For Packages booked for under 20 guests will be subject to a surcharge.**

### Half Day Meeting Package

#### Includes:

All Items Listed Above

Your Choice of:

Canadian Breakfast AND Morning Break

**OR**

Lunch Buffet AND Afternoon Break

*\*see page 10-11 for Lunch Options*

#### Morning Break

- Assorted Freshly Baked Pastries
- Individual Yogurts
- Sliced Fresh Fruit Platter
- Assorted Fruit Juice
- Freshly Brewed Coffee and Tea

### Full Day Meeting Package

#### Includes:

All Items Listed Above

Morning Break

Your Choice of Lunch Buffet

*\*see page 10-11 for Lunch Options*

Afternoon Coffee Break

**UPGRADE TO CANADIAN BREAKFAST  
\$14.95 PER PERSON**

#### Afternoon Break

- Assorted Freshly Baked Cookies
- Assorted Soft Drinks
- Freshly Brewed Coffee and Tea

**Book a meeting package today and indulge in a special dinner add-on experience!**

**Enjoy a Plated 3 Course Dinner or a Buffet Dinner**

**for only per person.**

**Ask the Sales Team for more information!**

# The Cambridge Hotel and Conference Centre

## Breakfast

### Continental Breakfast Buffet

Assorted Freshly Baked Pastries  
Served with Butter and Fruit Preserves

Assorted Fresh Fruit Platter

Individual Fruit Yogurts

Chilled Assorted Fruit Juices

Coffee and Tea

### Breakfast Add-ons

**Pancakes with Syrup**

**French Toast with Syrup**

### Canadian Breakfast

Assorted Freshly Baked Pastries  
Served with Butter and Fruit Preserves

Assorted Fresh Fruit Platter

Individual Fruit Yogurts

Scrambled Eggs

Home Fried Potatoes

Smoked Bacon and Country Sausage

Chilled Assorted Fruit Juices

Coffee and Tea



## Beverages

Assorted Fruit Juices

Bottled Water

Assorted Soft Drinks

Sparkling Water

Thermos of Coffee

\*serves approximately 9 cups

Medium Coffee

\*serves approximately 30 cups

Large Coffee

\*serves approximately 55 cups

Assorted Teas

\*billed on consumption

# The Cambridge Hotel and Conference Centre

## A la Carte Options

**Assorted Freshly Baked Muffins**

**Assorted Freshly Baked Pastries**

**Assorted Freshly Baked Cookies**

**Fresh Fruit Platter**

**Crudités and Dip**

**Seasonal Cheese Board**

**Charcuterie Grazing Board**

Local, Domestic and Imported Charcuterie Meats, Pate, Artisan and Imported Cheeses, Fresh Fruit, Preserves, Olives, Crisps, Crackers, Buttermilk Ranch, Hummus, Whipped Feta Chili Dip, Crudité, Provisions, Heirloom Tomatoes, Burrata

## Customize Your Menu

Hoping for Something Else?

Let us know! Our Chef's are happy to customize a menu for your event! Ask our Sales Team for Pricing!



# The Cambridge Hotel and Conference Centre

## Themed Coffee Breaks

### Refresher Break

Assorted Soft Drinks

Bottled Water

Assorted Fruit Juices

Freshly Brewed Coffee and Tea

### Sweet and Salty

Individual Bags of Popcorn

Individual Bags of Assorted Chips

Assorted Freshly Baked Cookies

Assorted Soft Drinks

Freshly Brewed Coffee and Tea

### Parfait Bar

Creamy Vanilla Yogurt

Fresh Fruit and Berries

Toasted Granola

Assorted Toppings

Assorted Fruit Juices

Freshly Brewed Coffee and Tea

### Sweet Treats

Assorted Candies such as Gummies, Jujubes,  
Chocolates and Jellybeans

Assorted Specialty Soft Drinks

Blue Raspberry, Cream Soda, Root Bear, Green Apple  
and Cherry

Freshly Brewed Coffee and Tea

### Body Break

Fresh Hummus

Ras el Hanout

Olive Oil

Selection of Crispy Armenian Flatbreads

Freshly Brewed Coffee and Tea

YOUR CHOICE OF TWO REFRESHING  
INFUSED WATERS:

Cucumber Mint

Lemon Orange Blossom

Triple Berry

Blackberry Ginger

Honey Rosemary Grapefruit



# The Cambridge Hotel and Conference Centre

## Lunch Buffets

### Artisan Sandwich Table

Roasted Tomato Soup  
Served with Basil and Crispy Onions

Heritage Greens Salad  
Topped with Shaved Vegetable Crudité and served with  
Sherry Shallot Vinaigrette

Selection of Freshly Made Sandwiches

Including:

Roasted Honey Ham with Gruyere Cheese,  
Basil Pesto, Pickled Red Onion, Arugula  
and Honey Mustard Aioli

Smoked Roast Turkey with Provolone Cheese, Alabama White  
Sauce Slaw with Dried Cranberry

BLT Croissant with our House Sauce

Roasted Vegetable Wrap with Marinated Halloumi, Chickpea  
Hummus and Pickled Red Onion

Assorted Dessert Squares

### The Greek Gathering

Classic Greek Salad

Topped with Tomato, Cucumber, Olives, Mint, Oregano and  
Feta Cheese

Greek Style Pita  
Served with Cucumber Tzatziki

Olive Brined Roasted Chicken

Greek Style Roasted Potatoes

Baklava

### Flavours of Vietnam

Vietnamese Style BBQ Chicken

Vermicelli Noodles

Mixed Lettuce

Bean Sprouts

Cucumbers

Pickle Daikon and Carrot

Crispy Onions and Chopped Peanuts

Nuoc Cham, Hoisin and Sriracha

Assorted Dessert Squares

### Southern Chicken and Waffle Crunch

Dirty Greens

Heritage Lettuce, Croutons, Tomato, Cucumber, Grilled  
Peach, Charred Corn and Crispy Onions  
Served with Chive Buttermilk Ranch

Crispy Fried Boneless Chicken

Belgian Maple Waffles

Served with Chili Honey Cajun and Chipotle Slaw

Queso Mac and Cheese

Topped with Cornbread Crumbs

Southern Style Doughnuts



# The Cambridge Hotel and Conference Centre

## Lunch Buffets

### Italian Harvest

#### Sicilian Salad

Heritage Lettuce, Black Olives, Cherry Tomato, Shaved Red Onion, Pepperoncini, Croutons and Shaved Parmesan. Served with Oregano Vinaigrette

#### Sicilian Chicken

Sundried Tomato, Basil and Shaved Fennel with Marsala Cream Sauce

#### Penne a la Vodka

with Spinach and Prosciutto in a Fire Roasted Tomato Rosé Sauce

#### Tiramisu

UPGRADE TO CHICKEN PARMESAN

### Mediterranean Medley

#### Fattoush Salad

Tomato, Cucumber, Red Onion, Cilantro and Mint topped with Pita Croutons

#### Flatbread

served with Greek Yogurt Feta Dip

Mnazelah, Ras el Hanout Roasted Eggplant, Grilled Zucchini, Onion, Chickpeas, Tomato, Baharat

Herb Lemon Coriander Spiced Couscous

Vegan Wild Blueberry Crumble

ADD BEEF KOFTA OR IMPOSSIBLE KOFTA

### BYO Tex-Mex Bowl

Southwestern Infused Chicken

Sauteed Peppers and Onions

Tex Mex Rice

Charred Corn

Pico de Gallo

Guacamole

Shredded Cheese

Crispy Onions

Crushed Tortilla Chips

Chipotle Ranch, Lime Crema and Cajun Vinaigrette

Selection of our Chef's Housemade Hot Sauces

Cinnamon Sugar Churros

ADD TORTILLAS TO MAKE FAJITAS

ADD TEX MEX MARINATED BEEF

## All Lunch Buffets

Include:

Assorted Soft Drinks

Assorted Fruit Juices

Freshly Brewed Coffee and Tea

# The Cambridge Hotel and Conference Centre

## Cocktail Reception

### Hors D'oeuvres Choose Three Options

#### Meatball Arrabiata (GF)

Spicy Italian Sausage topped with Pomodori Tomato Sauce and Shaved Parmigiano Reggiano

#### Bruce Slider

Chuck Brisket Patty topped with Cheddar Cheese, Smoked Bacon, Onion, Pickle and Mustard Aioli

#### Vegetable Gyoza (V/DF)

Served with Hoisin, Sesame and Scallions

#### Vegetable Spring Roll (V/DF)

Served with Gochujang Honey Dip

#### Fried Chicken and Waffle

Topped with Chili Honey and Scallions

#### Tempura Tiger Prawn (DF)

Served with Unagi Sauce and Sesame

#### Jalapeno Cheddar Potato Keg (GF)

Topped with Creme Fraiche, Smoked Bacon and Chives

#### Truffle Mac and Cheese Fritter (V)

Served with Smoked Tomato Relish

#### Prosciutto Wrapped Grilled Peach (GF)

Topped with Labneh, Basil and Sumac

#### Heirloom Tomato Bruschetta (V)

Stracciatella Burrata, Basil and Balsamic Caviar served on Crostini

### Reception Platters

#### Charcuterie Grazing Board

Local, Domestic and Imported Charcuterie Meats, Pâté, Artisan and Imported Cheeses, Fresh Fruit, Preserves, Olives, Crisps, Crackers, Buttermilk Ranch, Hummus, Whipped Feta Chili Dip, Crudité, Provisions, Heirloom Tomatoes, Burrata

#### Fresh Fruit Platter

Seasonal Sliced Fruit and Berries

#### Crudité & Dip

Seasonal Vegetables served with Chef's Seasonal Dip

#### Seasonal Cheese Board

Domestic and Imported Cheese with Crackers

## Customize Your Menu

Hoping for Something Else?  
Let us know and our Chef's would be happy to customize a menu for your event.  
Ask our Sales Team for more information.



# The Cambridge Hotel and Conference Centre

## Cocktail Reception

### **Food Stations Each Station**

#### **Nona's Style Meatball**

Fire Roasted Tomato Sauce, Gnocchetti, Parmigiano Reggiano, Pepperoncini  
Veg/GF: Impossible Meatballs

#### **32-Hour Chianti-Braised Shortrib**

Pulled Ontario Beef Shortrib, Truffle-Spun Potatoes, Red Wine Jus and Crispy Parsnips

#### **Pork Belly Tacos**

Honey Chipotle Roasted Pork Belly, Cabbage Slaw, Onions, Cilantro, Lime Crema, Tortillas  
V: Mushrooms GF: Corn Tortillas

#### **Beef Slider Station**

Ontario Chuck Brisket Patty, Cheddar Cheese, Pickle, Onion, Lettuce, Sliced Tomato, Mustard Aioli, Ketchup  
V: Impossible Slider

#### **Mac & Cheese**

Gemelli with Mornay Sauce, Aged Cheddar, Smoked Bacon, Peas, Crispy Onions, Crispy Jalapenos,  
Diced Tomatoes, Ketchup, Hot Sauce

#### **Poutine Bar**

Fresh Cut Fries, Quebec Cheese Curds, Poutine Sauce, Smoked Bacon, Crispy Onions, Crispy  
Jalapenos, Ketchup, Hot Sauce

#### **Demitasse and Finger Desserts**

Selection of Mini and Two-Bite Confectionaries, Doughnuts, Petit Fours, Tarts, Macaroons, Cookies

#### **Cookies and Milk**

Assorted Crumby Cookie Dough Co Edible Cookie Dough, Fresh Cookies, White Milk and Chocolate Milk

# The Cambridge Hotel and Conference Centre

## Three Course Plated Dinner

Your Choice of One Starter, One Entrée and One Dessert

Add an Additional Entrée Options

Freshly Baked Bread and Butter

### Starters - Select One

Classic Caesar Salad

Torn Romatine, Radicchio Treviso tossed in Garlic Dressing topped with Shaved Parmigiano, Smoked Bacon and Baguette Croutons.

Heritage Green Salad (GF/DF/V)

Topped with Shaved Radish, Cucumber, Heirloom Carrots and Toasted Sunflower Seeds Drizzled with Sherry Shallot Vinaigrette

Tomato Soup (V)

Topped with Crispy Cheese Croutons, Basil Oil and Cracked Pepper

Loaded Potato Soup

Topped with Smoked Bacon, Aged Cheddar and Scallions

Penne Pomodori (V)

Tossed in Fire Roasted Tomato Sauce topped with Basil and Parmigiano Reggiano

### Entrées - Select One

32-Hour Braised Beef Shortrib (GF/DF)

Served with Red Wine Jus

Apple Brined Frenched Pork Chop (GF/DF)

Topped with Apple Butter

Prosciutto Wrapped Chicken Breast (GF/DF)

Served with Red Wine Jus

5oz Black Cod (GF)

Served with Lemon Mustard Cream Sauce

Blackened Atlantic Salmon (GF/DF)

Served with Chimichurri

Pulled Mushrooms (GF/Vegan)

Served with a Vegan Jus

6oz Grilled Sirloin Steak (GF/DF)

Served with Red Wine Jus

Plant Based Chicken Kebab (GF/Vegan)

Served with a Vegan Jus

**All Entrées are Served with Garlic Whipped Potatoes and Chef's Choice of Seasonal Vegetables**

### Desserts - Select One

Vanilla Creme Brulée

Topped with Fresh Berries

Torta Della Nona

Lemon Torte

New York Cheesecake

Topped with Mixed Berry Compote and Chantilly Cream

Coconut Chocolate Pot du Creme (GF/DF)

**Dessert served with Freshly Brewed Coffee and Tea**

# The Cambridge Hotel and Conference Centre

## Dinner Buffet

Your Choice of Two Starters, Two Entrées and One Dessert

Our Dinner Buffet includes Freshly Baked Bread and Butter, Garlic Whipped Potatoes, Chef's Choice of Seasonal Vegetables and Freshly Brewed Coffee and Tea Station

### Starters - Select Two

#### Classic Caesar Salad

Torn Romatine, Radicchio Treviso tossed in Garlic Dressing topped with Shaved Parmigiano, Smoked Bacon and Baguette Croutons.

#### Heritage Green Salad (GF/DF/V)

Topped with Shaved Radish, Cucumber, Heirloom Carrots and Toasted Sunflower Seeds Drizzled with Sherry Shallot Vinaigrette

#### Tomato Soup (V)

Topped with Crispy Cheese Croutons, Basil Oil and Cracked Pepper

#### Loaded Potato Soup

Topped with Smoked Bacon, Aged Cheddar and Scallions

#### Penne Pomodori (V)

Tossed in Fire Roasted Tomato Sauce topped with Basil and Parmigiano Reggiano

### Entrées - Select Two

#### 32-Hour Braised Beef Shortrib (GF/DF)

Served with Red Wine Jus

#### Apple Brined Frenched Pork Chop (GF/DF)

Topped with Apple Butter

#### Prosciutto Wrapped Chicken Breast (GF/DF)

Served with Red Wine Jus

#### 5oz Black Cod (GF)

Served with Lemon Mustard Cream Sauce

#### Blackened Atlantic Salmon (GF/DF)

Served with Chimichurri

#### Pulled Mushrooms (GF/Vegan)

Served with a Vegan Jus

#### 6oz Grilled Sirloin Steak (GF/DF)

Served with Red Wine Jus

#### Plant Based Chicken Kebab (GF/Vegan)

Served with a Vegan Jus

### Desserts - Select One

Doughnuts and Cupcakes

Assortment of Lemon Tarts, Butter Tarts,  
Pecan Tarts and Portuguese Tarts

Assortment of Crumby Cookie Dough Co.  
Edible Cookie Dough

Assorted Dessert Squares and Sheet Cakes

All Prices are Subject to 18% Admin Fee and 13% HST

# The Cambridge Hotel and Conference Centre

## Bar Options

### Host Bar

Pricing subject to 18% Admin Fee and 13% HST

#### Standard Bar Options

Liquor (per oz)

Beer (473mL Tall Cans)

House Wine (750mL Bottle)

Soft Drinks

#### Premium Bar Options

Premium Wine (750mL Bottle)

Premium Liquor (per oz)

### Cash Bar

Prices Include 13% HST

#### Standard Bar Options

Liquor (per oz)

Beer (473mL Tall Cans)

House Wine (5oz Glass)

House Wine (750mL Bottle)

Soft Drinks

#### Premium Bar Options

Premium Wine (by the glass)

Premium Wine (750mL Bottle)

Premium Liquor (per oz)

## Customize Your Bar

We are happy to customize the options available on the bar for your event! Inquire with our sales team for pricing and availability!



## Bartender Fee

When Bar Revenue is less than \$500.00, a bartender charge of \$30.00 per hour per bartender, for the duration of the event, with a minimum of four hours will apply.

# The Cambridge Hotel and Conference Centre

## Frequently Asked Questions

### 1. How do I book a meeting or event space?

- You can contact our events team directly via phone or email. Space is confirmed once a signed agreement and deposit are received.

### 2. What is included in the meeting room rental?

- All of our Meeting Rooms include:
  - Standard room setup and cleanup
  - Tables and chairs
  - All Dishware, Glassware and Cutlery
  - Ice Water, Pads, Pens and Mints
  - Dedicated Wireless Internet
  - Professional Banquet Staff to Serve Your Meeting

### 3. Is there a minimum number of attendees?

- Minimum numbers vary depending on the room and package selected. Our sales team will guide you based on your requirements.

### 4. Do you offer catering packages?

- Yes, we offer a range of catering options including Coffee Breaks, Working Lunches, Plated and Buffet Dinners, Cocktail Receptions and more. We are happy to customize the options for your event based on your needs.

### 5. Can dietary requirements be accommodated?

- Absolutely. Please advise us of any dietary requirements at least 3 business days prior to your event, and we will ensure appropriate options are provided. Please note: there is a \$50.00 fee for any day of requests for dietary accommodations.

### 6. Can we bring our own food or beverages?

- As a hotel, we offer a variety of delicious food and beverage options that must be supplied by our culinary team.

### 7. When do we need to confirm final details?

- All final details are required to be confirmed no later than 2 weeks prior to the event. Final guest count is required no later than 3 business days prior to the event.

### 8. Is parking available?

- Yes! We have plenty of complimentary parking available in front of the hotel.

### 9. Do you provide accommodation for attendees?

- Yes, we offer special group accommodation rates for meeting and event attendees, subject to availability.

### 10. Can the room be accessed before the event for setup?

- Early access can be arranged subject to availability. Additional charges may apply depending on setup and/or timing requirements.

# The Cambridge Hotel and Conference Centre

## Terms and Conditions

1. All bookings must be confirmed by a signed contract by the deadline listed within the contract from your sales team member.
2. A non-refundable deposit may be required to confirm your event. If so, your sales team member will provide this information upon sending over the contract.
3. The Cambridge Hotel and Conference Centre reserves the right to reassign meeting rooms based on final guest count and/or requirements.
4. All events must have a credit card on file for billing purposes unless you have already been approved for Direct Billing for payment by EFT, e-transfer or company cheque.
  - a. If you would like to setup direct billing for your event for payments by EFT or company cheque, please request through your sales team member for additional information. Please allow 6 - 8 weeks for approval.
  - b. All credit cards will be pre-authorized for the full amount of the event 3 business days prior to the event.  
Completion of pre-authorization or payment will be completed upon completion of the event.
5. Final details are required at least 14 days prior to the event. Final guest count requirements may change based on the size and requirements of your events. Please note: dietary restrictions that were not provided in advance will result in an additional fee of \$50.00 per meal required during the event
6. Menu Selection must be made no later than 14 days prior to the event
7. Please note: No outside food and beverage is permitted within the Cambridge Hotel and Conference Centre. Special permission may be given to special event cake or cupcakes.
8. Attrition Policy:
  - a. As per your contracted numbers, you will be charged for a minimum of 80% of the contracted numbers.
9. Cancellation Policy:
  - a. 3 Months or More - Forfeiture of Deposit, if applicable
  - b. Between 1 month and 3 months prior to Event - 50% of all catering/meeting charges including taxes and administration fees, less attrition and mitigation allowances on all services contracted; less deposit on file, if applicable
  - c. Less than 1 Month prior to the event - 75% of all catering/meeting charges including taxes and administration fees, less attrition and mitigation allowances on all services contracted; less deposit on file, if applicable
  - d. Less than 15 days prior to the event - 100% of all catering/meeting charges including taxes and administration fees, less attrition and mitigation allowances on all services contracted; less deposit on file, if applicable
10. The client is responsible for any loss or damage to the venue property caused by attendees, contractors or guests. Client is responsible for any damage to walls, floors, ceilings, furnishings, or event space caused by the Client or their guests. The use of confetti, glitter, sparkles, wall adhesives, nails, tape, or similar decorative materials is strictly prohibited. Any damage or excessive cleaning required as a result will incur additional charges, which will be billed to the Client following the event.
11. The Cambridge Hotel and Conference Centre is not responsible for loss, theft or damage to personal property.
12. All Items must be removed from the event space following the event. Any items left over, unless prior approval received, will be disposed of by the hotel.

*We Look Forward to Hosting Your Next Meeting!*