



LCA Food 2026

Workshop Organizer Guide - Monday, October 12, 2026

DoubleTree by Hilton Montréal

Thank you for contributing to the LCA Food 2026 workshop program. This guide provides the practical information you and your co-organizers will need to prepare for and deliver your workshop.

Workshop Organizer & Co-Organizer Registration

Each workshop is allocated a maximum of four (4) complimentary workshop passes for its organizers.

These complimentary passes provide access only to *your* workshop. They do not include registration to the LCA Food 2026 conference.

Workshop organizers have been sent a registration link and discount code that can be used to register up to four organizers at no charge.

If your workshop has more than four organizers, any additional individuals must register and pay the applicable workshop registration fee *in addition* to the full conference fee.

If you feel that your circumstances may warrant an exception to the above, please contact the LCA Food 2026 Secretariat before registering. Exceptions will be reviewed on a case-by-case basis in consultation with the Organizing Committee.

Workshop special presenters not attending the full conference

Workshop special presenters who are not attending the full LCA Food 2026 conference may register for the workshop only.

If one of the four complimentary workshop passes has been allocated to you, you may use the registration link and discount code provided by the Secretariat.

If a complimentary pass has **not** been allocated to you, you must register and pay the applicable workshop registration fee.

If you feel that your circumstances may warrant an exception to the above, please contact the LCA Food 2026 Secretariat before registering. Exceptions will be reviewed on a case-by-case basis in consultation with the Organizing Committee.

Badge pickup

All organizers and presenters must complete their registration in advance using the registration link provided.

Registered organizers and presenters may pick up their badges at the LCA Food 2026 registration desk on the morning of Monday, October 12 before proceeding to their assigned workshop room.

The registration desk is in the foyer of the Grand Salon Opéra ABC.

Registration Hours

Mon, Oct 12	Tues, Oct 13	Wed, Oct 14	Thurs, Oct 15
7h00 – 19h00	7h00 – 17h00	7h00 – 17h00	8h30 – 17h00

Workshop Location & Schedule

All workshops will take place at the **DoubleTree by Hilton Montréal on Monday, October 12, 2026.**

Room assignments, workshop times and the complete schedule are available in the [LCA Food 2026 online program](#).

Workshop rooms will be accessible 30 minutes before the scheduled start time to allow organizers and presenters to prepare and test their materials.

Room Setup & Audiovisual Equipment

Workshop rooms will be set up with **round tables** and will include the following standard audiovisual equipment:

- TV/screen
- Speaker timer

- Podium
- Presentation clicker

If your workshop requires equipment, technical services or materials beyond the standard setup, please contact the **LCA Food 2026 Secretariat** at lcafood2026@conferium.com and provide details of your requirements in advance no later than October 2.

Additional equipment or services may be subject to availability and additional charges.

Workshop Participant Lists & Communications

Workshop participant lists are available upon request.

For privacy reasons, the list provided to workshop organizers will include only each participant's:

- Name
- Affiliation
- Attendee Profile

Participant email addresses cannot be shared.

If you need to send instructions, materials or other information to your registered participants before the workshop, the LCA Food 2026 Secretariat can distribute an email on your behalf, with you copied on the communication.

Please contact lcafood2026@conferium.com to request a participant list or arrange a communication to your workshop participants.

Catering

Morning and afternoon coffee and snacks will be provided by the conference organizers and available in the foyer for all attendees. Please note that all catering options will be vegetarian.

Workshop organizers may also arrange additional catering specifically for their workshop participants at their own cost. Outside food and beverages are not permitted by the hotel.

If you would like to arrange catering for your workshop, please contact lcafood2026@conferium.com to discuss your requirements and available options.

Lunch is not provided as part of the workshop. However, attendees will find a wide variety of food options at Complexe Desjardins, which is directly connected to the DoubleTree by Hilton Montréal. The complex offers a large food court with numerous stalls and restaurants with a range of quick and convenient lunch options.

Questions

For questions regarding registration, participant lists, communications, audiovisual requirements, catering or other workshop logistics, please contact:

LCA Food 2026 Secretariat

lcafood2026@conferium.com