

CRC HISTORICAL PROFILE FOR 2013_____

Region(s) Participating_ II_____ Dates_ AUGUST 23-25, 2013_____

Host Chapter_ TORONTO_____ Size of Chapter_ 515_____

Chairperson_ DOUG COCHRANE _____ Location _TORONTO_____

Hotel_ FAIRMONT ROYAL YORK_____ Room Rate_ \$ 169 PLUS TAXES

Date	# of Rooms Blocked	# of Rooms used
WED/THURS AUG 21/22	0/12	2/30
FRI AUG 23	40	67
SAT AUG 24	48	74
SUN AUG 25	5	3
TOTAL	105	174

This information will be supplied by the hotel at the conclusion of the meeting. When negotiating the hotel contract you should include the following clause: No later than (30) days after the last official meeting day, the Hotel will complete a post convention report and send it to ASHRAE. Post convention report will include actual room pick-up, summary of catering revenues, outlet revenue, percent of single vs. double and smoking vs. non-smoking rooms used, total room revenue, number of no-shows by date, wash/slippage by day. In the event that there is a master bill at Hotel, ASHRAE will consider the Hotel's invoices to be incomplete-- and will withhold payment without incurring interest or penalty charges until such time as the post convention report is provided.

Package Registration Price F-\$450, P-\$ 275, C-\$275
 Number Sold_ F-46, P-38, C-17_____

Audiovisual Cost_ \$ 5,327_____ Meeting Room Rental_ \$ 5,972_+
 volunteer rooms - upgrades

Number of CRC Sponsors_ 21_____ Sponsors Total Dollars_ \$ 35,000_____

CRC Regional Seed Money_ \$ 10,536_ (ASSESSMENT)
 Returned_ \$ 6,970.50_____

CRC Dollar Surplus (Deficit)_ \$ 13,941_____

WORKSHOP	Attendance	Room Set (classroom, conference, theater, rounds) Include A/V set-up
Business Session	39/49/38	HOLLOW SQUARE, BANNER, FLAGS
Membership/YEA	15/8	CONFERENCE - LCD PROJECTOR
CHAPTER TECH TRANSFER	15	CONFERENCE - LCD PROJECTOR
Historical	7	CONFERENCE - LCD PROJECTOR
Officers	10	CONFERENCE - LCD PROJECTOR
Student Activities	9	CONFERENCE - LCD PROJECTOR
Resource	13	CONFERENCE - LCD PROJECTOR
GGAC	9	CONFERENCE - LCD PROJECTOR
Caucus Meeting	20	HOLLOW SQUARE, BANNER, FLAGS
Technical SEMINAR	40	CLASSROOM - LCD PROJECTOR

MANUAL FOR CONDUCTING CHAPTERS REGIONAL CONFERENCES

Refrigeration		N/A
CATERING	Guarantee	Actual
Welcome Party	80	80
Luncheon/AWARDS LUNCH	35/95	40/95
Banquet	100	115

cc: DRC, ARC, Regional Historian, Future CRC Chairs, ASHRAE Headquarters