

**GUIDELINE FOR CONDUCTING CHAPTERS REGIONAL CONFERENCES**

**CRC HISTORICAL PROFILE FOR 2014**

Total Participating 104                      Dates Aug 22 - 24, 2014  
 Host Chapter London (116)                      Size of Chapter 81  
 Chairperson Karl Gilroy                      Location Grand Bend, Ontario

Hotel Oakwood Inn Resort                      Room Rate \$235 (includes meals)

Date	# of Rooms Blocked	# of Rooms used	\$ Cost (if applicable)
Aug 21	65	16	
Aug 22	65	66	
Aug 23	65	66	

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 <u>\$200</u>	Number Sold <u>92</u>
Audiovisual Cost <u>included in room</u>	Meeting Room Rental <u>\$1075</u>
Number of CRC Sponsors <u>15</u>	Sponsors Total Dollars <u>\$8850</u>
CRC Regional Seed Money <u>\$10,986</u>	Returned <u>\$10,811.47</u>
CRC Surplus (Deficit) <u>\$21,622.94</u>	Total CRC Budget <u>\$33,000</u>
Actual _____	

WORKSHOP	Attendance	Room Set (classroom, conference, theater, rounds) Include A/V set-up	\$ Cost (if applicable)
Business Session	Fri47/Sat47/Sun53	projector&screen	included in mtg room rental
Membership	8	projector	group rate for all rooms
Historical	11	projector	
<del>Officers</del> Chapter Operations	10	projector	
Student Activities	10	combine with YEA	
Research	9	projector	
Chapter Technology Transfer	7	projector	
Caucus Meeting	20	main business room	
Technical Session	13	tour at remote site	\$250 - bus rental
GGAC	7	projector	
<b>CATERING</b>	<b>Guarantee</b>	<b>Actual</b>	
Welcome Party	18	23	
Luncheon	n/a	n/a	
Banquet	102	113	

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