

MANUAL FOR CONDUCTING CHAPTERS REGIONAL CONFERENCES

CRC HISTORICAL PROFILE FOR 20 15

Region(s) Participating 2 Dates AUG 21-23
 Host Chapter HAMILTON Size of Chapter 212
 Chairperson DAVID RASMUSSEN Location HAMILTON, ONTARIO

Hotel <u>Sheraton Hamilton</u> <u>116 King St W, Hamilton</u>	Room Rate <u>\$109.00+taxes</u> <u>=\$123.17 per night</u>		
Date	# of Rooms Blocked	# of Rooms used	\$ Cost (if applicable)
THURS AUG 20	45	42	
FRI AUG 21	80	77	
SAT AUG 22	85	77	

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 425 FULL ^{300 PARTIAL} 150 C Number Sold 113
 Audiovisual Cost 0 Meeting Room Rental 678.00
 Number of CRC Sponsors 4 Sponsors Total Dollars 7024.82
 CRC Regional Seed Money 12712.00 Returned 1816.00
 CRC Dollar Surplus (Deficit) 7797.89

WORKSHOP	Attendance	Room Set (classroom, conference, theater, rounds) Include A/V set-up	\$ Cost (if applicable)
Business Session	Fri=49/Sat=59/Sun=46	VDP&Screen	
Membership	8/9 chapters		
Historical	5/9 chapters 7 people		
Officers	YEA=5/9 chapters		
Student Activities	7/9 chapters		
Research	7/9 chapters		
Chapter Technology Transfer	9/9 chapter 22 people		
Caucus Meeting	20 people		
Technical Session	14	TOUR OF FIRST ONT ARENA	FREE
Refrigeration	N/A		
CATERING	Guarantee	Actual	
Welcome Party	75	87	
Luncheon	80	92	
Banquet SAT NIGHT	100	117	

Grassroots workshop 7/9 chapters
 cc: DRC, ARC, Regional Historian, Future CRC General Chairs, ASHRAE Headquarters