

CRC HISTORICAL PROFILE FOR 2017

Region(s) Participating Region II **Dates** August 24th-27th, 2017
Host Chapter Montreal **Size of Chapter** 500 Members
Chairperson Isabelle Lavoie **Location** Montreal, Qc
Hotel Alt Griffintown **Room Rate** \$159 plus taxes

Date	# of Rooms Blocked	# of Rooms used	\$ Cost (if applicable)
Wednesday August 23	0	0	\$159 + taxes
Thursday August 24	40	42	\$159 + taxes
Friday August 25	85	73	\$159 + taxes
Saturday August 26	85	73	\$159 + taxes
Sunday August 27	0	5	\$159 + taxes
Monday August 28	0	1	\$159 + taxes

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 Full - \$450; Partial - \$350; Companion - \$250
Number Sold Full - 48 ; Partial - 55; Companion - 23
Audiovisual Cost included in room cost **Meeting Room Rental** \$2,989.34
Number of CRC Sponsors 18 **Sponsors Total Dollars** \$21,000
CRC Regional Seed Money \$10,488 **Returned** \$4425,35
CRC Dollar Surplus (Deficit) \$8850.70

WORKSHOP	Attendance	Room Set (classroom, conference, theater, rounds) Include A/V set-up	\$ Cost (if applicable)
Business Sessions (Friday & Sat)	36, 54	U-Shape c/w Projector	Included in hotel package
Business Session (Sunday)	46	U-Shape c/w Projector	\$750+tx
Caucus Meetings	20	U-Shape c/w Projector	Included in hotel package
Membership & YEA	8	Tables c/w TV.	\$350+tx
Historical	11	Conference c/w TV	\$0 (negotiated)
Officers	10	Conference c/w TV	\$350+tx
Student Activities	10	U-Shape c/w TV	\$500+tx
Research	10	Conference c/w TV	\$150+tx
Chapter Technology Transfer	17 in AM and 11 in PM	Conference c/w TV	\$350+tx
Grassroots Government Advocacy	13	Conference c/w TV	\$150+tx

MANUAL FOR CONDUCTING CHAPTERS REGIONAL CONFERENCES

Technical Session	30	Rounds c/w TV	\$0 (negociated)
CATERING	Guarantee	Actual	
Saturday Night Party	100	137	\$29,642.39
Presidents & Awards Luncheon	No minimum negociated	129	\$11,407.46

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

BOD 03-06-27-1C10-06-28