

**GUIDELINE FOR CONDUCTING CHAPTERS REGIONAL CONFERENCES**

**CRC HISTORICAL PROFILE FOR 2018**

**Total Participating** 105 (Region II) **Dates** August 23 – August 26, 2018  
**Host Chapter** Windsor **Size of Chapter** 65  
**Chairperson** James Smith **Location** Windsor, ON  
**Hotel** Caesars Windsor **Room Rate** \$199/night plus taxes

<b>Date</b>	<b># of Rooms Blocked</b>	<b># of Rooms used</b>	<b>\$ Cost (if applicable)</b>
Thursday, August 23	20	36	\$199 + tax
Friday, August 24	40	71	\$199 + tax
Saturday, August 25	40	70	\$199 + tax
Sunday, August 26	0	0	\$199 + tax

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 - \$475; Full (Early Bird) - \$450 Partial - \$375;  
Partial (Early Bird) - \$350; Companion - \$275  
**Number Sold** Full – 45; Partial – 40; Companion - 20  
**Audiovisual Cost** \$6,463.60 **Meeting Room Rental** 0  
**Number of CRC Sponsors** 15 **Sponsors Total Dollars** \$20,000  
**CRC Regional Seed Money** \$10,866 **Returned** \$2,833.80  
**CRC Surplus (Deficit)** \$5,667.59 **Total CRC Budget** \$98,373.50  
**Total CRC Actual** \$113,826.71

<b>WORKSHOP</b>	<b>Attendance</b>	<b>Room Set (classroom, conference, theater, rounds) Include A/V set-up</b>	<b>\$ Cost (if applicable)</b>
<b>Business Session (Fri, Sat, Sun)</b>	37, 49, 43	U-Shape with projector and mics	\$4,034.10
<b>Officers</b>	12	U-Shape with projector	\$395.50
<b>MP</b>	8	U-Shape with projector	
<b>SA (AM/PM)</b>	10/5	U-Shape with projector	\$395.50
<b>RP</b>	8	U-Shape with projector	
<b>CTTC</b>	13/10	U-Shape with projector	\$254.25
<b>GAC</b>	6	U-Shape with projector	\$395.50
<b>YEA</b>	9	U-Shape with projector	
<b>Historical</b>	7	U-Shape with projector	
<b>Caucus Meeting</b>	20	U-Shape	Included in Business Session
<b>Technical Session</b>	8	Off-site	\$0
<b>CATERING</b>	<b>Guarantee</b>	<b>Actual</b>	
<b>Welcome Party</b> (food, drinks, Comedian)	100	105	\$14,754.93
<b>Presidential Luncheon</b>	85	85	\$3,017.44
<b>Saturday Night Party</b>	100	105	\$8,160.86

To: [regioninfo@ashrae.org](mailto:regioninfo@ashrae.org)  
cc: DRC, RMCR, ARC, Regional Historian, Future CRC General Chairs