

CRC HISTORICAL PROFILE FOR 2022 – REGION II

Total Participating: 89 registrants plus companions **Dates:** Aug 25/2022 to Aug 28/2022

Host Chapter: Ottawa Chapter #015 **Size of Chapter:** 319 members

Chairpersons: Jayson Bursill/Don Weekes **Location:** Ottawa, Ontario

Hotel: Lord Elgin Hotel, Ottawa, Ontario **Room Rate:** \$185+taxes=\$217.41 CAN

Date	# of Rooms Blocked	# of Rooms used	\$ Cost (if applicable)
Thu Aug 25/2022	40	34	
Fri Aug 26/2022	60	56	
Sat Aug 27/2022	60	59	
Sun Aug 28/2022	20	4	

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 \$500+\$65HST=\$565 **Number Sold** 89
Audiovisual Cost \$7,738.51 **Meeting Room Rental** \$6,150
Number of CRC Sponsors 18 **Sponsors Total Dollars** \$24,500
CRC Regional Seed Money \$9,042 **Returned** \$3,600
CRC Surplus (Deficit) \$7,234.30 (rounded to \$7,200)
Total CRC Budget \$85,010
Actual \$78,087.70

WORKSHOP	Attendance	Room Set (classroom, conference, theater, rounds) Include A/V set-up	\$ Cost (if applicable)
Business Session	18 +9 visitors	conference	\$750+13%HST per day
Officers	15		
MP	10	conference	\$250+13%HST per day
SA	6	conference	\$250+13%HST per day
RP	7	conference	\$250+13%HST per day
CTTC	16	conference	\$250+13%HST per day
GAC	10	conference	\$250+13%HST per day
YEA	9	conference	\$250+13%HST per day
Historical	5	conference	\$250+13%HST per day
Caucus Meeting	18+2	conference	In main mtg room
Technical Session	No session	N/A	

CATERING	Guarantee	Actual	
Welcome Party	110	90	
Luncheon	110	80	
Banquet	130	100	

To: regioninfo@ashrae.org

cc: DRC, RMCR, ARC, Regional Historian, Future CRC General Chairs