

CONFERENCE REVIEW COMMITTEE REPORT
October 2011, LOS ANGELES, CA

The Conference Review Committee has been working to create several new documents that can be utilized by areas that are interested in bidding on an International Conference. The outline below contains a list of the subjects that have been addressed by this committee. The members of this committee shared their experiences, strengths and hopes with each other through online message boards and a dozen phone conferences to create these documents that will be a tool to all GA members throughout the world wishing to bid on an International Conference. Our final documents are not meant to replace the "Hosting an International Conference" pamphlet but to complement it. We encourage bidding areas to use both.

The committee highly recommends that a "standing committee" be created by the Chairman of the Board of Trustees. This new committee will oversee all future processes dealing with International Conferences and carry on other responsibilities presently assumed by one of the executive members of the Board of Trustees. We have put an item on the agenda for this trustee meeting, item #37.

The documents created by the committee are included in the final committee report. An outline of the documents is as follows:

1. RECOMMENDATIONS

This was the main work of the committee. It offers suggestions and reminders to any area wishing to bid for an International Conference as well as help for those which have been granted a bid. It covers several subjects, outlined below. This document will be available for all areas to view on the Trustee website, under the committee's heading.

A) Contractual procedures

- Finding an Hotel
- Negotiating a contract
- Rooms
- Meals
- Rooms for workshops, meetings, etc.
- Hospitality room

B) Financial procedures

- Forecasting number of attendees

- Pricing the plans
- Budgeting for committees

2. REQUEST FOR PROPOSALS

This document can be used to obtain bids from different hotels in a specific area. It will be available on the Trustee website, under the committee's heading

3. GENERIC REGISTRATION FORM

This document can be used by areas to create their registration form. It will be available on the Trustee website, under the committee's heading.

4. PAST CONFERENCES DATABASE

We have obtained and compiled financial information from several past International Conferences, going back over 5 years. This database will be updated regularly when financial results from International Conferences are known. The database will be available on the Trustee website, under the committee's heading as well.

However, it will be posted as a lengthy PDF document as only PDF's can be posted on the website. We have also created an excel spreadsheet which resumes all of the information on one single page, but as mentioned before, it cannot be posted. Any area wishing to get the database in excel spreadsheet should contact a member of this committee and we will gladly oblige.

The above mentioned documents are attached to this report.

Finally, as the chair of this committee, I would like to personally thank every member of the committee for their dedication and passion toward the work we have done. I certainly hope that we have met your expectations and I thank the Board of Trustees for allowing us to get involved and be of service to the fellowship one more time.

André G.

Conference Review Committee Chairman

COMMITTEE RECOMMENDATIONS

1. INTRODUCTION

To all Area Intergroups

Before embarking on your journey of hosting an International Conference, you need to make sure that you have a minimum of five to ten dedicated GA/Gam-Anon volunteers that understand that they will be doing much of the workload. Of course, many more members will eventually be needed to do service. There will be a need of volunteers to staff the registration, hospitality room, workshops etc. but a minimum of five to ten is recommended to steer the conference committees. Once you have those dedicated members in place, we wish you all the best on your journey and hope the guidelines we have put in place will assist you on this journey.

2. CONTRACTUAL PROCEDURES

a) Finding a hotel

Location and affordability are two important points in finding a hotel, but there are certainly other factors to consider. Check with local city council, Chamber of Commerce, Bureau of Tourism, AAA, other internet sources or our past conferences database. You may also consider using other local members as a resource.

Airport hotels are ideal locations. They normally offer free shuttle service, which is a great relief for the conference committee. While it is beneficial to have free shuttle service provided, it shouldn't be considered a deal breaker. However, there may not be anything else around an airport facility and this may cause other activities to be more expensive i.e.; like golfing, eating, shopping etc.

The conference committee should have access to the hotel reservation system to view all the attendees that have already registered. This will allow the committee to be sure they are credited for all conference attendees. Several hotels offer this option via internet access.

It is suggested to visit at least three facilities spelling out the needs for the conference. Let the hotels make a contract proposal without negotiating yet. This allows the conference committee to have contracts and amenities to compare and contrast. Even if you have an ideal location in mind where you

want to have your conference, it is always a good idea to have bids from other hotels and use them to negotiate.

Contacting the local CONVENTION AND VISITOR'S BUREAU (CVB) is an extremely important early action to take. If done properly with the correct information, it can reduce the amount of time spent searching for a hotel and stimulate competitive price quotes among eligible hotels.

Most CVBs and Chamber Tourism Boards can implement a BULLETIN or REQUEST FOR PROPOSALS (RFP) service. This service will notify all major member hotels with specific details of potential conference business. It will also direct interested hotels to submit their preliminary proposals and room rate quotes directly to the local site selection chairman/committee by a certain date.

To be most effective, this BULLETIN must contain the following information (*note 1*) and might look something like this: (the numbers & dates used are only for example)

Note 1: See a draft of proposed document after this section of the document.

The hosting committee must have access to the hotel reservations for the duration of the conference. This will allow the committee to make sure they are receiving credit for all conference attendees regardless of how the attendee registered for the hotel accommodations. Several hotels offer this option via email.

b) Negotiating a contract

As you begin to negotiate the contract, everything needs to be spelled out; meeting rooms, breakout rooms, hospitality room, registration space, cost of meals etc., but most importantly, price per room before and after the conference. Furthermore, in negotiating meals and room rates, you have to remember that the bid given by the hotel WILL NOT include service charges, gratuities and taxes. If it is applicable to include tax and gratuities with the price of the room and meals, have the hotel include this in the proposed bid. This will help keep the numbers even and there will be no uncertainty on the conference flyers.

All proposed contracts should include an attrition clause on the number of room nights and food commitments. Most contracts will already have this clause in place. A Force Majeure clause in the event of an Act of God or

natural disaster (hurricane, earthquake, terrorism, etc) is also important to include in the contract. It has even been a past experience that a hotel was sold after the bid was awarded and during the planning phase of the conference. It is important to bring this possible situation up with your hotel to make sure that all guarantees will still be honoured if the hotel changes ownership.

Conference committees need to carefully set the starting numbers of room nights. It is important for the committee to know how often they can edit the numbers and when the last time is that they will be able to edit the number. The Past Conferences database can be very helpful in this area.

Any item can be negotiated with the hotel. Our leverage comes when we explain to a hotel that we have a captured audience. The more nights our guests stay, the more revenue the facility will earn with restaurant sales, bar tabs, etc. A good example of captured audience is buffet style meals for trustees/delegates for Thursday lunch & dinner and for Friday lunch; with the cost passed onto those attending. This is direct revenue for the hotel and you could possibly use this in negotiating better room or meal prices.

Make it very clear with the hotels that are bidding, that we need pricing for rooms, meals meeting rooms, etc to be a win/win situation. You can always access the Past Conferences database to view what items may have been negotiated. Do not allow the local area to be oversold by the hotel representative and NEVER sign a contract until the Board of Trustees has awarded the area the conference. Make sure that the area has the ability to make amendments or renegotiate the original contract if there should be anything missing from it. Do not sign the document or agree to anything unless you are completely sure you understand the agreement. Use the Past Conferences database or the Conference Standing Committee to help clarify any concerns.

All contracts **must be** in the name of the local intergroup or in the name of the conference. The contracts are NOT to be in the name of Gamblers Anonymous, as it's not Gamblers Anonymous hosting the conference, rather the local intergroup. Individuals that are signing the contract with the hotel or using the Chamber of Commerce should be aware that their name will be associated with the event and maybe used for marketing purposes. You may want to negotiate with the hotels, Chamber of Commerce or Convention

Bureau that individual names shall not be used for marketing purposes. It is suggested to use the conference mailing address or the address of the intergroup for all correspondence.

c) Rooms

The area should review the Past Conferences database and find a past conference held in a similar city. There, the area will be able to see the number of room nights booked vs. actual room nights accountable. This should help planning the number of rooms needed for the duration of the conference. Spring Conferences normally get a larger number of attendants due to the Gam-Anon Delegates meeting, thus a higher number of rooms than for a Fall Conference could be needed.

Higher rates directly affect local and week-end attendance. This needs to be kept in mind while negotiating rates. Hotels may try to up the meal charges to hold down the room charges. Another thing to remember is that taxes must be added to any amount bid by a hotel. This could easily add 15% to 20% to the original bid.

Try to book low and add on rooms as the event approaches. It is always much more difficult to cut back on rooms, rather than to add rooms. As mentioned before, an attrition clause should be included in all contracts with a hotel. It is possible to negotiate with the hotel that the attrition clause be used to reduce the number of room/nights booked, but also to increase the number. A flat rate for single, double or even triple occupancy should also be negotiated. Check with the hotel for the necessary room/nights needed to qualify for other amenities, such as free hospitality room, free meeting rooms etc.

The hotel will normally give free rooms at the ratio of one (1) free room per 25/50 guest nights. Some past conferences were allowed to credit the value of free rooms to the master account; others were denied this opportunity. Check with the hotel if it is possible to credit the free rooms to the conference master account.

Some members have booked their accommodation using other means such as; internet sites, travel agencies, etc. Negotiate with the hotel to credit those rooms to the conference master account and to give credit towards the total room/nights commitment.

d) Meals

A major concern for most conferences is the food guarantee. Do NOT try to guess the numbers. Our experience is that guessing at the number of meals has left conferences in real concern for making the numbers. Use the Past Conferences database to guide setting the numbers. Use real numbers, you can always add meals.

Most hotels will ask that we commit to a minimum dollar amount and use this number to negotiate other amenities. There should be an attrition clause on the food commitment similar to the attrition clause on the number of room/nights booked. It's important to consider the number of meals that your conference is offering when making the food commitment. Many conferences have offered four meals and some have only been able to negotiate three meals. This should be taken into consideration when committing to a food and beverage minimum. To help offset the meal commitment, negotiate with the hotel to include the bar tab from the cocktail hours on Friday and Saturday evenings. They can have a significant impact on the total food commitment amount.

Just as you need to add service charges and taxes to the cost of the rooms, you need to be sure to include gratuities/service charge and taxes to the price of a bid for a meal plan. Gratuities/service charge normally ranges from 15% to 22% and be aware that taxes ARE charged on gratuities. This is important to know upfront in order to price your plans accordingly. Try to negotiate a price that is all inclusive; this will save a lot of time and frustrations on calculations.

e) Rooms for workshops, meetings etc.

Many conferences have received free meeting rooms based on total room/nights or food commitment. These free rooms have included trustees/delegates meeting, workshops and therapy rooms, arranged in a specific set-up style. There have been instances that a BOT committee will need a meeting room sometime during the conference; negotiate with the hotel to always have an additional room available for them.

To avoid any conflicts with meeting room space, it is advised not to use the same room for meetings and workshops that will be used to hold the trustee/delegates meeting or the banquets. There is no guarantee that the trustees/delegates will complete the work they have come to do in the necessary time. The trustees may sometimes need to continue working on

business past the predicted schedule of events. Their meeting room should be secured for Friday evening and Saturday.

The hotels will suggest using a specific in-house firm for audio-visual needs. The area needs to be aware that these in-house firms charge extraordinary high cost for audio visual equipment. In some instances they have been four times more expensive than other local vendors. Make sure the area gets outside bids from local vendors to bring in the audio visual equipment. These bids will also serve to negotiate with the hotels in-house vendor.

f) Hospitality room

It is a common practice that the hotels will offer in the bid a free hospitality room based on total room/nights and/or food commitment. Please refer to the Past Conferences database.

Some hotels will allow the conference committee to bring their own food; others will only allow snacks, coffee and soft drinks. All facilities are different on this item, most likely due to corporate structures. It seems to be an issue with liability of bringing outside food and/or serving prohibited beverages. Our experience leads us to believe that is a “grey area.” You may try negotiating with the hotel to bring your own food and offer to sign a disclaimer to eliminate their liability. One way or the other, all items negotiated should be specified in detail in the contract.

3. FINANCIAL PROCEDURES

a) Projecting number of attendees

The number of attendees will depend largely on the number of members and rooms in the hosting area. You can start with the number of trustees who will attend your conference. Approximately 65% of the active trustees should be a good starting count. Spring conferences normally bring more attendees with the Board of Delegates meetings, unlike in during the fall conference, where there is no such meeting. Some conference committees have used the attendance of previous conferences and averaged the numbers. If your area chooses to use this method, the Past Conferences database will be a useful tool.

Local attendance is probably the key to a successful conference. Use an “all out” approach in your area in promoting your conference.

b) Pricing the plans

The “Hosting an International Conference” pamphlet describes in a detailed fashion all steps to follow in pricing the various plans. Please refer to it, but remember that all items should be spelled out so there are no questions or hidden costs.

c) Budgeting for Committees

Each committee must have a standing budget for each function of the conference committee (opening-closing ceremonies, entertainment, conference booklet, goodie bags, hospitality room, workshops, outside entertainment/tours/golf). One way to do this is to look at our Past Conferences database and try to pick a conference similar to your conference as a reference. Once individual budgets for committees are set, follow-up regularly to make sure they are within budget. You could create a form for each committee to fill with latest figures (revenues and expenses), which will help the Chairman and Treasurer follow-up conference finances.

It is suggested to give the committees a smaller budget than requested and explain that budgets can increase as registrations increases. The “Hosting an International Conference” current pamphlet is a good guideline to assist in creating these budgets.

REQUEST FOR PROPOSALS

This group is considering our area for their
2014 INTERNATIONAL FALL CONFERENCE

GROUP: 2014 Fall Conference, Anywhere Intergroup

DATES: October 18th to 24th, 2014

Attendees*: 550

Peak night rooms*: 235

Major arrival*: Wed/Thurs 10/20, 10/21, 2014

Major departure*: Sun 10/24/2014

Largest food function*: 550

Meeting & Function Space*: (1) room for 150 classroom style

(6) rooms for 50 theater style

(1) banquet room for 550 at rounds

Room Block*:	Day*	Mon	Tue	Wed	Thur	Fri	Sat	Sun
	Date*	10/18	19	20	21	22	23	24
	Rooms*	10	50	110	150	175	200	20

HISTORY*:	City	Hotel
2008	Houston, TX	Marriott Westchase

2009	Montreal	Sheraton Laval
2010	Tampa, FL	Grand Hyatt Tampa Bay
2011	Cherry Hill, NJ	Crowne Plaza

COMMENTS*: This group is rate-conscious.

Submit your proposals no later than (date)

A definite decision on city and hotel host will be made on (date)

CONTACT*:

Paul B.
P.O. Box 1234
Anywhere, OR 12345
Email _____
TEL.: 000-000-0000

If the local CVB does not offer this service, the local conference committee may create its own bulletin and mail or email to selected hotels as a 'Request for Proposals' (RFP)

AGENDA*

(this may be added as an extra sheet and should be a COMPLETE chronological schedule of meetings, events and food functions) e.g.

Date:

Wed. 10/25	7:00am-noon	Golf outing, fun run/walk, tours
	1:30pm-11:00pm	BOT meeting for 140 - classroom
Sat. 10/28	8:00am-noon	General Session for 400 - theater (in-room coffee/tea)
	noon-1:30pm	luncheon for 400 - rounds
	2:00pm-5:00pm	(6) meetings for 50 each – theater
	6:00pm-7:00pm	cocktail reception for 550
	7:00pm-11:00pm	banquet for 550 – rounds

Conference Name
Dates
Location
Hotel
Hotel Address
Hotel Phone Numbers

<u>PLAN</u>	<u>PACKAGE</u>	<u>HOTEL</u>	<u>MEALS & REGISTRATION</u>	<u>TOTAL</u>
A	2 Persons, 2 Nights and 8 Meals	*\$	\$	*\$
B	1 Person, 2 Nights and 4 Meals	*\$	\$	*\$
C	2 Persons, 1 Night and 4 Meals	*\$	\$	*\$
D	1 Person, 1 Night and 2 Meals	*\$	\$	*\$
E	Registration & Sat. Evening Banquet		\$	\$
F	Registration Only		\$	\$
G	Saturday Evening Banquet Only		\$	\$

*Room rates of \$_____ are guaranteed for _____ days prior to, and _____ days following the conference. These room rates do not include taxes. Please make all reservations by _____, 20____. Hotel reservations are to be made directly with _____ by calling _____ or Toll Free at _____. When booking your room, mention _____ Spring/Fall Conference to receive the discounted rate. RESERVATIONS MUST BE MADE BY _____ TO RECEIVE THE CONFERENCE RATE.

NOTE: WE RECOMMEND THAT YOU FLY INTO _____ AIRPORT CODE (_____) Airport transportation can be arranged by calling _____.

For Additional Information Contact:

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REGISTRATION FORM FOR 20__ INTERNATIONAL (SPRING/FALL) CONFERENCE

Registrant #1: Plan Choice _____ Full Name _____
 Name on Badge _____ GA _____ Gem-Anon (Check One)

Registrant #2: Plan Choice _____ Full Name _____
 Name on Badge _____ GA _____ Gem-Anon (Check One)

Mailing Address: _____
Physical Address *Apt/Suite*

City *State* *Zip Code*

Telephone Number: Home _____ Mobile _____

Email Address: _____

Minimum Deposit: _____ Amount Enclosed: _____
 (\$100 for Plans ABCD)

Mail Check or Money Order Payable to:

Please note the last date to receive a refund on registration and meals is _____
Please note that two separate reservations (Hotel and Conference) are to be made.

BOSTON, MA

Date	Spring 2006
Hotel	Boston Marriott Quincy
Room prices	\$ 99. + taxes = \$108.60
Rooms commitment	
Attrition clause	Yes. Down to 600 room/nights
Room/nights sold	768
Food commitment	\$45,000.
Food amount sold	
Meeting rooms	
Service charges	20%
Hospitality room	Free
Force Majeure clause	Yes
Shuttle service	
Negotiated items	<ul style="list-style-type: none">• 1 free room per 40 room/nights sold• 2 Complementary Executive suites
# of attendees	

Final financial results											
Committees expenses	<table> <tr> <td>Bank charges</td> <td>\$</td> </tr> <tr> <td>Entertainment</td> <td>\$</td> </tr> <tr> <td>Goodie bags/batches</td> <td>\$</td> </tr> <tr> <td>Hospitality room</td> <td>\$</td> </tr> <tr> <td>Printing & postage</td> <td>\$</td> </tr> </table>	Bank charges	\$	Entertainment	\$	Goodie bags/batches	\$	Hospitality room	\$	Printing & postage	\$
Bank charges	\$										
Entertainment	\$										
Goodie bags/batches	\$										
Hospitality room	\$										
Printing & postage	\$										
Plans sold											

FORT LAUDERDALE, FL.

Date	Fall 2006
Hotel	Wyndham Bonaventure
Room prices	\$ 99.00 + taxes = \$ 116.55
Rooms commitment	545
Attrition clause	Yes. 10% or 54 rooms
Room/nights sold	715
Food commitment	\$ 50,000.
Food amount sold	
Meeting rooms	Free with 90% of room/nights commitment met
Service charges	20%
Hospitality room	Free
Force Majeure clause	Yes
Shuttle service	Yes. Fees charged
Negotiated items	<ul style="list-style-type: none">• 1 free room per 40 room/nights sold• 1 upgrade to suite• 10 upgrades to poolside rooms• 15 upgrades to VIP rooms• 1 free suite for duration of event (sold to an attendee)

	<ul style="list-style-type: none"> • 10 gallons of free coffee • 1 free drink per guest on Friday night • 1 free tray of vegetables for cocktail hour • 1 free tray of fruits for cocktail hour • 1 free microphone • Resort daily fee reduced from \$ 12.95 to \$ 6.00 										
# of attendees											
Final financial results	Profit \$ 2,518.										
Committees expenses	<table> <tr> <td>Bank charges</td> <td>\$ 100.</td> </tr> <tr> <td>Entertainment</td> <td>\$ 3,650.</td> </tr> <tr> <td>Goodie bags/batches</td> <td>\$ 2,881.</td> </tr> <tr> <td>Hospitality room</td> <td>\$ 2,090.</td> </tr> <tr> <td>Printing & postage</td> <td>\$ 3,709.</td> </tr> </table>	Bank charges	\$ 100.	Entertainment	\$ 3,650.	Goodie bags/batches	\$ 2,881.	Hospitality room	\$ 2,090.	Printing & postage	\$ 3,709.
Bank charges	\$ 100.										
Entertainment	\$ 3,650.										
Goodie bags/batches	\$ 2,881.										
Hospitality room	\$ 2,090.										
Printing & postage	\$ 3,709.										
Plans sold											

CHICAGO, IL.

Date	Spring 2007
Hotel	Wyndham Northwest Chicago
Room prices	\$ 94.00 + taxes = \$ 105.00
Rooms commitment	780
Attrition clause	Yes. 20% down to 624 room/nights
Room/nights sold	682
Food commitment	\$ 23,500.
Food amount sold	Dollar amount unknown but commitment was met easily
Meeting rooms	Free with 70% of room/nights commitment met
Service charges	21%
Hospitality room	Free. GA may bring own food for Saturday lunch and for hospitality room. Ice at \$5.00/tub
Force Majeure clause	Yes
Shuttle service	Yes. Free. Provided by local members
Negotiated items	<ul style="list-style-type: none">• 8 free pre-conference meeting room• 1 free room per 25 room/nights• 4 upgrades to suite• 3 free microphone each day

	<ul style="list-style-type: none"> • 2 free suites for duration of event • GA brings own coffee. Hotel charges \$ 400. for brewing • VIP reception with cookies and sodas on Thursday night • 20% off audio-visual equipment 												
# of attendees													
Final financial results	Profit \$ 21,220.												
Committees expenses	<table> <tr> <td>Administration</td> <td>\$ 1,871.</td> </tr> <tr> <td>Decorations</td> <td>\$ 1,910.</td> </tr> <tr> <td>Entertainment</td> <td>\$ 5,000.</td> </tr> <tr> <td>Goodie bags/batches</td> <td>\$ 3,621.</td> </tr> <tr> <td>Hospitality room</td> <td>\$ 10,750. (incl. Saturday lunch)</td> </tr> <tr> <td>Printing & copies</td> <td>\$ 2,521.</td> </tr> </table>	Administration	\$ 1,871.	Decorations	\$ 1,910.	Entertainment	\$ 5,000.	Goodie bags/batches	\$ 3,621.	Hospitality room	\$ 10,750. (incl. Saturday lunch)	Printing & copies	\$ 2,521.
Administration	\$ 1,871.												
Decorations	\$ 1,910.												
Entertainment	\$ 5,000.												
Goodie bags/batches	\$ 3,621.												
Hospitality room	\$ 10,750. (incl. Saturday lunch)												
Printing & copies	\$ 2,521.												
Plans sold													

PORTLAND, OR

Date	Spring 2008
Hotel	Red Lion Hotel
Room prices	\$ 109.00 + taxes = \$ 122.63
Rooms commitment	475
Attrition clause	None
Room/nights sold	614
Food commitment	\$ 20,000.
Food amount sold	\$ 39,174.
Meeting rooms	Free with \$ 20,000. Food & beverages sold
Service charges	22%
Hospitality room	Free suite
Force Majeure clause	No
Shuttle service	Yes. Free
Negotiated items	<ul style="list-style-type: none">• 1 free room per 40 room/nights sold• 3 free suites for duration of event• Gambling machines covered for duration of event• Final bill paid within 30 days after event

# of attendees	423														
Final financial results	Profit \$ 4,240.														
Committees expenses	<table> <tr> <td>Administration</td> <td>\$ 1,534.</td> </tr> <tr> <td>Audio video</td> <td>\$ 2,821.</td> </tr> <tr> <td>Decorations</td> <td>\$ 460.</td> </tr> <tr> <td>Entertainment</td> <td>\$ 1,723.</td> </tr> <tr> <td>Goodie bags</td> <td>\$ 2,459.</td> </tr> <tr> <td>Hospitality room</td> <td>\$ 2,171.</td> </tr> <tr> <td>Printing booklet</td> <td>\$ 1,904..</td> </tr> </table>	Administration	\$ 1,534.	Audio video	\$ 2,821.	Decorations	\$ 460.	Entertainment	\$ 1,723.	Goodie bags	\$ 2,459.	Hospitality room	\$ 2,171.	Printing booklet	\$ 1,904..
Administration	\$ 1,534.														
Audio video	\$ 2,821.														
Decorations	\$ 460.														
Entertainment	\$ 1,723.														
Goodie bags	\$ 2,459.														
Hospitality room	\$ 2,171.														
Printing booklet	\$ 1,904..														
Plans sold	<p>82 Plan A 2 persons, 2 nights, 8 meals</p> <p>26 Plan B 1 person, 2 nights, 4 meals</p> <p>1 Plan C 2 persons, 1 night, 4 meals</p> <p>2 Plan D 1 person, 1 night, 2 meals</p> <p>32 Plan E Registration and Saturday banquet</p> <p>53 Plan F Registration only</p> <p>21 Plan G Registration, Saturday banquet, Sunday brunch</p> <p>No À la Carte meals sold</p>														

HOUSTON, TX

Date	Fall 2008
Hotel	Houston Marriott Westchase
Room prices	\$ 79.00 + taxes = \$ 84.24
Rooms commitment	550
Attrition clause	Yes. 25% down to 440 room/nights
Room/nights sold	505
Food commitment	\$ 30,000. Inclusive of taxes and gratuities
Food amount sold	\$ 28,154 + taxes and gratuities
Meeting rooms	Free with a one-time set up fee of \$ 500.00
Service charges	22%
Hospitality room	Free suite
Force Majeure clause	No
Shuttle service	Yes. Fees charged
Negotiated items	<ul style="list-style-type: none">• 1 free room per 40 room/nights sold• 8 junior suites at reduced prices• 3 free one bedroom suite for duration of event• 200 gallons of free coffee• Lunch boxes at \$12.00 for Saturday lunch

# of attendees	232
Financial Result	Profit \$ 1,217.
Committees expenses	Administration \$ 2,389. Decorations \$ 726. Entertainment \$ 2,877. Goodie bags \$ 2,466. Hospitality room \$ 1,710. Printing booklet \$ 506.
Plans sold	49 Plan A 2 persons, 2 nights, 8 meals 74 Plan B 1 person, 2 nights, 4 meals 0 Plan C 2 persons, 1 night, 6 meals 2 Plan D 1 person, 1 night, 3 meals 22 Plan E Registration and Saturday banquet 15 Plan F Registration only 13 Plan G Friday dinner 9 Plan H Saturday banquet 21 Plan I Registration, 4 meals 9 Cancellations

MONTREAL, QUE.

Date	Fall 2009
Hotel	Sheraton Laval
Room prices	\$ 120.00 + taxes = \$ 139.18
Rooms commitment	560 + 60 at a back-up hotel
Attrition clause	Yes. 30% at main hotel and 100% at back-up hotel. Used all of attrition
Room/nights sold	480
Food commitment	Number of meals instead of dollar figure with attrition clause of 20%
Food amount sold	\$ 32,000. And used all of attrition
Meeting rooms	Free with room/night commitment met
Service charges	15%
Hospitality room	\$ 39.50 per day due to employee union contract. No hot meals from outside.
Force Majeure clause	No
Shuttle service	Yes. Free. Provided by local members.
Negotiated items	<ul style="list-style-type: none">• Free pre-conference meeting room with free coffee• 1 free room per 40 room/night sold• Free room/nights were credited to master account• 3 upgrades to VIP room• 1 free suite for duration of event (sold to an attendee)

	<ul style="list-style-type: none"> • Coffee for Trustees meeting at reduced price • Free parking 																														
# of attendees	370 including 187 locals																														
Final financial results	Profit \$ 4,373.																														
Committees expenses	<table> <tr> <td>Administration</td> <td>\$ 606</td> </tr> <tr> <td>Bank charges</td> <td>\$ 326.</td> </tr> <tr> <td>Decorations</td> <td>\$ 196.</td> </tr> <tr> <td>Entertainment</td> <td>\$ 1,500.</td> </tr> <tr> <td>Goodie bags</td> <td>\$ 2,862.</td> </tr> <tr> <td>Hospitality room</td> <td>\$ 2,451.</td> </tr> <tr> <td>Printing and copies</td> <td>\$ 1,715.</td> </tr> <tr> <td>Sound system</td> <td>\$ 2,128.</td> </tr> </table>	Administration	\$ 606	Bank charges	\$ 326.	Decorations	\$ 196.	Entertainment	\$ 1,500.	Goodie bags	\$ 2,862.	Hospitality room	\$ 2,451.	Printing and copies	\$ 1,715.	Sound system	\$ 2,128.														
Administration	\$ 606																														
Bank charges	\$ 326.																														
Decorations	\$ 196.																														
Entertainment	\$ 1,500.																														
Goodie bags	\$ 2,862.																														
Hospitality room	\$ 2,451.																														
Printing and copies	\$ 1,715.																														
Sound system	\$ 2,128.																														
Plans sold	<table> <tr> <td>62</td> <td>Plan A</td> <td>2 persons, 2 nights, 8 meals</td> </tr> <tr> <td>49</td> <td>Plan B</td> <td>1 person, 2 nights, 4 meals</td> </tr> <tr> <td>7</td> <td>Plan C</td> <td>2 persons, 1 night, 4 meals</td> </tr> <tr> <td>2</td> <td>Plan D</td> <td>1 person, 1 night, 2 meals</td> </tr> <tr> <td>51</td> <td>Plan E</td> <td>Registration and Saturday banquet</td> </tr> <tr> <td>76</td> <td>Plan F</td> <td>Registration only</td> </tr> <tr> <td>22</td> <td>Plan G</td> <td>Saturday banquet only</td> </tr> <tr> <td>17</td> <td>Plan H</td> <td>Friday dinner</td> </tr> <tr> <td>7</td> <td>Plan I</td> <td>Breakfast (Saturday or Sunday)</td> </tr> <tr> <td>28</td> <td>Plan J</td> <td>Registration, 4 meals</td> </tr> </table>	62	Plan A	2 persons, 2 nights, 8 meals	49	Plan B	1 person, 2 nights, 4 meals	7	Plan C	2 persons, 1 night, 4 meals	2	Plan D	1 person, 1 night, 2 meals	51	Plan E	Registration and Saturday banquet	76	Plan F	Registration only	22	Plan G	Saturday banquet only	17	Plan H	Friday dinner	7	Plan I	Breakfast (Saturday or Sunday)	28	Plan J	Registration, 4 meals
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All amounts quoted are in Canadian \$

LOUISVILLE, KY

Date	Spring 2010
Hotel	Galt House Hotel
Room prices	\$ 109.00 + taxes = \$ 125.37
Rooms commitment	660
Attrition clause	Yes. 30%
Room/nights sold	577
Food commitment	\$ 15,000.
Food amount sold	\$ 23,086.
Meeting rooms	Free with 80% room/night commitment met
Service charges	
Hospitality room	Free
Force Majeure clause	Yes
Shuttle service	Yes. Free. Provided by Conference committee
Negotiated items	<ul style="list-style-type: none">• 15 rooms discounted at 30%• 1 free suite for 4 days• Parking at \$ 6.00 per day• Free internet in guestrooms
# of attendees	290

Final financial results	Profit \$ 10,683.																					
Committees expenses	<table> <tr> <td>Administration</td> <td>\$ 606</td> </tr> <tr> <td>Bank charges</td> <td>\$ ----</td> </tr> <tr> <td>Decorations</td> <td>\$ 240.</td> </tr> <tr> <td>Entertainment</td> <td>\$ 3,020.</td> </tr> <tr> <td>Goodie bags</td> <td>\$ 2,749.</td> </tr> <tr> <td>Hospitality room</td> <td>\$ 3,098.</td> </tr> <tr> <td>Printing and booklet</td> <td>\$ 1,478.</td> </tr> <tr> <td>Sound system</td> <td>\$ 846.</td> </tr> <tr> <td>Transportation</td> <td>\$ 1,447.</td> </tr> </table>	Administration	\$ 606	Bank charges	\$ ----	Decorations	\$ 240.	Entertainment	\$ 3,020.	Goodie bags	\$ 2,749.	Hospitality room	\$ 3,098.	Printing and booklet	\$ 1,478.	Sound system	\$ 846.	Transportation	\$ 1,447.			
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TAMPA, FL.

Date	Fall 2010
Hotel	Grand Hyatt Tampa Bay
Room prices	\$ 119.00 + taxes = \$ 133.28
Rooms commitment	655
Attrition clause	Yes. 10% down to 589 room/nights
Room/nights sold	607
Food commitment	\$ 32,000.
Food amount sold	
Meeting rooms	Free
Service charges	22%
Hospitality room	Free. Light snacks only
Force Majeure clause	Yes
Shuttle service	Yes, fees charged
Negotiated items	<ul style="list-style-type: none">• Free coffee for Trustees meeting• 1 free room per 50 room/night sold• 1 upgrade from VIP room to suite• 4 upgrades to bayview room• Free parking

# of attendees	316																				
Final financial results	Profit \$ 5,909.																				
Committees expenses	<table> <tr> <td>Administration</td> <td>\$ ---</td> </tr> <tr> <td>Bank charges</td> <td>\$ ---</td> </tr> <tr> <td>Decorations</td> <td>\$ ---</td> </tr> <tr> <td>Entertainment</td> <td>\$ 1,939.</td> </tr> <tr> <td>Goodie bags</td> <td>\$ 3,161, incl. booklet</td> </tr> <tr> <td>Hospitality room</td> <td>\$ 2,578.</td> </tr> <tr> <td>Printing and signs</td> <td>\$ 961.</td> </tr> <tr> <td>Room set-up</td> <td>\$ 1,579.</td> </tr> <tr> <td>Sound system</td> <td>\$ ---</td> </tr> <tr> <td>Transportation</td> <td>\$ 621.</td> </tr> </table>	Administration	\$ ---	Bank charges	\$ ---	Decorations	\$ ---	Entertainment	\$ 1,939.	Goodie bags	\$ 3,161, incl. booklet	Hospitality room	\$ 2,578.	Printing and signs	\$ 961.	Room set-up	\$ 1,579.	Sound system	\$ ---	Transportation	\$ 621.
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Plans sold	<table> <tr> <td>106</td> <td>Plan A</td> <td>2 persons, 2 nights, 6 meals</td> </tr> <tr> <td>76</td> <td>Plan B</td> <td>1 person, 2 nights, 3 meals</td> </tr> <tr> <td>2</td> <td>Plan C</td> <td>2 persons, 1 night, 4 meals</td> </tr> <tr> <td>7</td> <td>Plan D</td> <td>1 person, 1 night, 2 meals</td> </tr> <tr> <td>42</td> <td>Plan E</td> <td>Registration and Saturday dinner</td> </tr> <tr> <td>83</td> <td>Plan F</td> <td>Registration only</td> </tr> </table>	106	Plan A	2 persons, 2 nights, 6 meals	76	Plan B	1 person, 2 nights, 3 meals	2	Plan C	2 persons, 1 night, 4 meals	7	Plan D	1 person, 1 night, 2 meals	42	Plan E	Registration and Saturday dinner	83	Plan F	Registration only		
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CHERRY HILL, NJ

Date	Spring 2011
Hotel	Crowne Plaza Cherry Hill
Room prices	\$ 115.00 + taxes = \$ 132.25
Rooms commitment	595
Attrition clause	Yes. 15% down to 505 room/nights
Room/nights sold	
Food commitment	\$ 25,000.
Food amount sold	
Meeting rooms	Free
Service charges	21%
Hospitality room	Free suite. Allowed to serve own food.
Force Majeure clause	Yes
Shuttle service	Yes. Fees charged
Negotiated items	<ul style="list-style-type: none">• 1 free room per 50 room/night sold• 6 upgrades to river view rooms• 1 upgrade to suite• Free coffee for Trustees meeting if 595 room/nights booked• 1 free microphone for Trustees meeting

	<ul style="list-style-type: none"> • 1 free microphone for Delegates meeting • Free internet access in guestrooms • Free parking • Free access to fitting room • Bartender fees waived with \$ 500. sales 																
# of attendees																	
Final financial results																	
Committees expenses	<table> <tr> <td>Administration</td> <td>\$</td> </tr> <tr> <td>Bank charges</td> <td>\$</td> </tr> <tr> <td>Decorations</td> <td>\$</td> </tr> <tr> <td>Entertainment</td> <td>\$</td> </tr> <tr> <td>Goodie bags</td> <td>\$</td> </tr> <tr> <td>Hospitality room</td> <td>\$</td> </tr> <tr> <td>Printing and copies</td> <td>\$</td> </tr> <tr> <td>Sound system</td> <td>\$</td> </tr> </table>	Administration	\$	Bank charges	\$	Decorations	\$	Entertainment	\$	Goodie bags	\$	Hospitality room	\$	Printing and copies	\$	Sound system	\$
Administration	\$																
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Plans sold																	

LOS ANGELES, CA

Date	Fall 2011
Hotel	Marriott Los Angeles Airport
Room prices	\$ 105.00 + taxes = \$ 121.32
Rooms commitment	620
Attrition clause	Yes. 20% down to 496 room/nights
Room/nights sold	
Food commitment	\$ 50,000. Inclusive of taxes and gratuities
Food amount sold	
Meeting rooms	Free
Service charges	22%
Hospitality room	Free. Allowed to serve own food
Force Majeure clause	Yes
Shuttle service	Yes. Free. Provided by hotel
Negotiated items	<ul style="list-style-type: none">• 1 free room per 50 room/night sold• 6 upgrades to suites• 1 free microphone for each meal function• 6 free microphones for trustees meeting• Parking at \$ 9.00

# of attendees																	
Final financial results																	
Committees expenses	<table> <tr> <td>Administration</td> <td>\$</td> </tr> <tr> <td>Bank charges</td> <td>\$</td> </tr> <tr> <td>Decorations</td> <td>\$</td> </tr> <tr> <td>Entertainment</td> <td>\$</td> </tr> <tr> <td>Goodie bags</td> <td>\$</td> </tr> <tr> <td>Hospitality room</td> <td>\$</td> </tr> <tr> <td>Printing and copies</td> <td>\$</td> </tr> <tr> <td>Sound system</td> <td>\$</td> </tr> </table>	Administration	\$	Bank charges	\$	Decorations	\$	Entertainment	\$	Goodie bags	\$	Hospitality room	\$	Printing and copies	\$	Sound system	\$
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Sound system	\$																
Plans sold																	

BOSTON, MA

Date	Spring 2012
Hotel	Boston Marriott Quincy
Room prices	\$ 119.00 + taxes = \$
Rooms commitment	770
Attrition clause	Yes. 20% down to 616 room/nights
Room/nights sold	
Food commitment	\$ 45,000.
Food amount sold	
Meeting rooms	Free with \$ 45,000. In food revenues
Service charges	14% + 8% administration charge
Hospitality room	Free from Friday to Sunday. \$ 500. Per additional day
Force Majeure clause	Yes
Shuttle service	
Negotiated items	<ul style="list-style-type: none">• 1 free room per 45 room/night sold• 6 free suites for duration of event• 5 upgrades to concierge level
# of attendees	

Final financial results		
Committees expenses	Administration Bank charges Decorations Entertainment Goodie bags Hospitality room Printing and copies Sound system	\$ \$ \$ \$ \$ \$ \$
Plans sold		

SAN DIEGO, CA

Date	Fall 2012
Hotel	Crowne Plaza
Room prices	\$ 109.00 + taxes = \$ 123.00
Rooms commitment	600
Attrition clause	Yes. 15% down to 510 room/nights sold
Room/nights sold	
Food commitment	\$ 31,645.
Food amount sold	
Meeting rooms	Free
Service charges	20%
Hospitality room	Free
Force Majeure clause	Yes
Shuttle service	Yes. Fees of \$ 9.00 group rate
Negotiated items	<ul style="list-style-type: none">• 1 free room per 50 room/night sold• 1 upgrade to 2 bedroom suite• 2 upgrades to Lanai suites• Parking at \$ 2.00 a day• Free microphone

# of attendees																	
Final financial results																	
Committees expenses	<table> <tr> <td data-bbox="464 405 755 447">Administration</td> <td data-bbox="764 405 789 447">\$</td> </tr> <tr> <td data-bbox="464 464 755 506">Bank charges</td> <td data-bbox="764 464 789 506">\$</td> </tr> <tr> <td data-bbox="464 522 755 564">Decorations</td> <td data-bbox="764 522 789 564">\$</td> </tr> <tr> <td data-bbox="464 581 755 623">Entertainment</td> <td data-bbox="764 581 789 623">\$</td> </tr> <tr> <td data-bbox="464 640 755 682">Goodie bags</td> <td data-bbox="764 640 789 682">\$</td> </tr> <tr> <td data-bbox="464 699 755 741">Hospitality room</td> <td data-bbox="764 699 789 741">\$</td> </tr> <tr> <td data-bbox="464 758 755 800">Printing and copies</td> <td data-bbox="764 758 789 800">\$</td> </tr> <tr> <td data-bbox="464 816 755 858">Sound system</td> <td data-bbox="764 816 789 858">\$</td> </tr> </table>	Administration	\$	Bank charges	\$	Decorations	\$	Entertainment	\$	Goodie bags	\$	Hospitality room	\$	Printing and copies	\$	Sound system	\$
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