

## Facilities Report for January 2015

### Upcoming meetings for 2014-2015 School Year

January 16/17, 2015

February 18-20, 2015 Convention

April 17/18, 2015

May 29/30, 2015

### 2015-2016 School Year

September 18/19, 2015

Friday, Dec. 4, 2015 Executive only meeting

January 15/16, 2016

February 18-19, 2016 Convention

April 15/16, 2016

May 27/28, 2016

Room Rates for 2015 Convention (reminder that the cutoff for group rate is Jan. 19, 2015)

Hyatt Regency-Regular room \$205.00 plus tax (Single or double) Triple occupancy \$240.00 plus tax Quad occupancy \$275.00 plus tax. Conference Suite (5) \$900.00 plus tax.

Fairmont Palliser-Fairmont room \$215 plus tax Deluxe \$245 plus tax. Large Deluxe \$275 plus tax Junior Suite \$295 plus tax. One bedroom Suite \$315 plus tax. Each extra person sharing a room beyond double occ. is an additional \$30 per night.

Reminder email went out two weeks ahead of booking deadline to all board representatives to pass along to local secretaries to pass along to teachers in their locals.

For 2015's convention our three bands are as follows:

Canadian Rockies Local-Lawrence Grassi Middle School Jazz band with 22 students under the direction of Ms. Lisa Murphy. This group will perform in Exhibition Hall E.

Chinook Local-Notre Dame Collegiate, grades are 7-12, under the direction of Mr. Joel Windsor. This group will perform in the Imperial Ballroom, at the Hyatt.

Chinook's Edge Local-Sundre High School with 55 grade 9-12 students, under the direction of Ms. Tracy Wilson. This group will perform in McLeod Hall.

I need three band liaisons for our three host bands, who will arrive somewhere between 7:30 a.m. and 8:00 a.m., then travel with you to a warmup storage room from 8:00-8:15 a.m. then perform from 8:15 to 8:45 a.m., then reverse the process to head out.

The Program Chair and myself met with our vendors (Hyatt, CTCC, PSAV, Evolution AV) for our annual convention planning meeting, on Wednesday, November 26th, 2014 to go over the facility pages with them and discuss issues and concerns for our upcoming annual event.

Thank you to Bertha and Andrea for excellent planning phase and system of booking and communicating with speakers that is brand new this year.

## A few reminders

- no free coffee coupons again this year for board members, exhibitors, or speakers
- the Exhibition Hall is being flipped so C/D will be for tradeshow and E/Annex will be for our feature speakers. This will necessitate a few things such as security, doors open to pre-function at 7:30 a.m., etc. Stay tuned for more details on that.
- First Aid issues at convention need to go directly to the convention or Hyatt front desks as they have supplies and trained personnel (pick up a phone and call for help)
- If a lost and found item is brought to your attention, please take it directly to the North TCC information desk (one floor below the PDTCA information desk) or the front desk at the Hyatt.
- Coat check is again being offered at the base of the elevators in McLeod Hall (south CTCC building).
- Speaker lunches are from 11:00 a.m. -1:30 p.m. each day of convention for board members, and speakers, in the Doll/Herald Room which are on the third floor of the Hyatt. Hopefully you can find a spot in that time frame to pop in for a bowl of soup, sandwich or wrap, and a dessert or two and visit with your friends on the board.
- Please bring your local ATA banner to the Honorary President's reception on Wednesday night, February 18th. I need this promptly, so I can get it to the lift operator in the pre function area of Exhibition Hall, to hang the banner that evening. Remember to take it with you on the last day of convention too.
- please remember to wear your vest and nametag for both days of convention...it really is a help, especially to our new delegates.
- If you are asked about pension interviews, please let teachers know that they access the show suites from the top floor of the elevator in the North Convention Centre (about 60 feet from the information desk, just before you turn the corner towards the double doors to get to the walkway to the Hyatt).

If you have any questions or concerns, please feel free to email me at [larrydneville@gmail.com](mailto:larrydneville@gmail.com)

January 7, 2015,

Respectfully Submitted by Larry Neville, Facilities Chair