

## ***PDTCA Annual Facilities Report, April 13, 2018***

1. Thank you to the very supportive executive and PDTCA board for all the hard work in putting together an excellent professional learning opportunity for our four thousand teachers.
2. There were very few issues needing to be addressed during the two days due to the very thorough efforts done through our online booking database, speaker contact, and close committee work with program and finance.
3. 118 teachers enjoyed the Glenbow Museum's reduced \$5 entrance rate this year.
4. No musical groups this year but there seemed to be lots of positive feedback for the New Blood presentation with students performing song and dance.
5. Room block fill numbers at the Palliser were 40/30 and 316/270 at the Hyatt. Great! It is good to either meet or exceed the number of rooms blocked, otherwise we pay for unsold rooms.
6. We have signed similar contracts for 2019/2020 for 270 rooms at the Hyatt Regency and 30 rooms at the Fairmont Palliser. This year we put all speakers and board members at the Hyatt and left the rooms at the Palliser for those teachers who love the hotel dearly. No problems this year beyond one speaker who was a no show for his hotel room for one night.
7. This year we utilized Imperial 1-9, Exhibition Hall E/Annex, and Macleod A-D for the morning features on Thursday and then did reconfigurations (airwall moves) in Imperial and Mac Hall at noon, which went smoothly. Our vendors (AV, Convention Staff, Hotel Staff) were excellent to work with as issues came up during the planning and convention stages.
8. This was our second year of free wifi internet for our delegates in both facilities. No complaints heard. We hope for this to continue, but it needs to be renegotiated.
9. Meeting dates for the rest of 2018 as follows:

### Remainder of 2018

April 13/14  
May 25/26  
September 14/15  
November 30(Executive only)

### 2019

January 18/19  
February 21/22 (Convention)  
April 5/6 (?)  
May 10/11  
September 27/28

10. We are looking forward to seeing convention evaluations and finding possible ways to improve our efficiency for delegates, speakers, and guests.
11. Extra security was purchased, which proved very valuable given a couple of incidents where people who were not convention attendees or speakers made their way into the exhibits and session areas. We highly recommend doing this again next year, and possibly adding a person to patrol the MacLeod/Telus areas as well.
12. We feel that childcare is still an issue worth pursuing. Due to liability concerns, the ATA does not want us to continue to do so until we receive further direction from them. We hope to have an option in place to offer our delegates at the 2019 convention.

Respectfully Yours,  
Jill White Facilities Chair, PDTCA  
Larry Neville, Contracted Facilities Assistant, PDTCA