

Facilities Chair Report – Submitted by Lindsay Avramovic

WORK COMPLETED:

- The Facilities Team met with the Hyatt & Calgary Convention Center on November 22 to review program and facility spaces for both locations.
 - Final Meeting before Convention is January 19th
 - Internet will be provided – Exhibitors, Speakers, General (Attendees)
 - Significant cost savings this year for Audio/Visual
 - History/Relationship with Hyatt offers \$16,000.00 savings for room rental
 - Security will be on-site again to ensure that only ATA members are permitted entry, specifically in the exhibition area.
- Contracts are signed for Executive and Board meetings for the rest of 2023 and 2024 at the Hyatt and Fairmont Palliser.
- Contracts are signed for 2024 and 2025 for Hyatt and the Fairmont Palliser for the annual event's guestrooms blocked rate.
 - Price of hotel rooms remains at 2023 rate of \$249 +tax per standard room for our annual PDTCA Convention.

WORK IN PROGRESS:

- Hotel Bookings for February Convention 2024. Reminder to all Board members to submit their requests on the Google document Susan sent out. Deadline is December 15th.
- Hyatt Catering details.

NEW BUSINESS:

1. **ACTION ITEM:** Reminder to locals to submit their logo for the digital signage board. We are no longer using local banners. *Please do so ASAP.*
2. **ACTION ITEM:** Due to renovations at the Calgary Convention Center, there is no longer a designated coat check. The area is now flexible seating. As such, free coat check will no longer be provided. However, there are small coat racks in all small rooms (Telus/Glen; no racks in MacLeod/Exhibition).
3. PDTCA Convention Meeting Dates for 2023/2024
 - a. January 19, 2024 Executive Meeting
 - b. January 20, 2024 Full Board Meeting
 - c. February 22/23, 2024 (Annual Convention)
 - d. March 22, 2024 Executive Meeting
 - e. March 23, 2024 Full Board Meeting
 - f. May 31, 2024 Executive Meeting
 - g. June 1, 2024 Full Board Meeting
 - h. September 20, 2024 Executive Meeting
 - i. September 21, 2024 Full Board Meeting
 - j. December **TBD** Executive Meeting/Policy Review

