

Facilities Chair Report – Submitted by Lindsay Avramovic

WORK COMPLETED:

- The Facilities Team and Program Chair met with the Hyatt & Calgary Convention Center on November 22nd and January 19th to review and finalize program and facility spaces for both locations.
 - Considerable cost savings this year for AV of approximately \$12,000.00 due to the new program format.
 - Internet will be provided – Exhibitors, Speakers, General (Attendees)
 - 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.
 - 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).
- At the time of this report, we are at 75% of our room block for the Hyatt and 42% at the Fairmont Palliser. **GUARANTEED RATES END JANUARY 21st for BOTH LOCATIONS.**
- Meal numbers, speaker rooming list, board member rooming lists have been forwarded onto the Hyatt for processing. We have few boxed lunches this year but are way up in numbers for the two days of speaker lunches.

WORK IN PROGRESS:

- After Convention 2024, the Facilities Team will review venues for future executive/board meetings in earnest. Will visit the Stampede Convention Centre sometime in later 2024 when it is open and operating.

NEW BUSINESS:

1. **ACTION ITEM:** We are no longer using local banners. Thanks to ALL for submitting their digital logos!
2. **ACTION ITEM:** President's reception is scheduled for 6:30 PM in the Thomson's Social Hub at the Hyatt on Wednesday, February 21st.
3. **PDTCA Convention Meeting Dates for 2024**
 - a. February 22/23, 2024 (Annual Convention)
 - b. March 22, 2024 Executive Meeting
 - c. March 23, 2024 Full Board Meeting
 - d. May 31, 2024 Executive Meeting
 - e. June 1, 2024 Full Board Meeting
 - f. September 20, 2024 Executive Meeting
 - g. September 21, 2024 Full Board Meeting
 - h. December 6th, 2024 Executive Meeting/Policy Review meeting

- i. NOTE: Booked at new ATA building in NW Calgary for a 10:00 a.m. start.
We will see some minor cost savings with this change, which will move our meeting away from the Fairmont Palliser.