

Appendix W: Sample Registration Tracking Form

Summary as of 8/18/08

**Hotel:**

Full Contract of Room Nights			
Room Nights Sold	Room Nights Contracted	Room Nights Remaining	Percent of Contract Met
1157	1685	528	68.66%

Minimum Contract Room Nights before penalty			
Room Nights Sold	Minimum Room Nights Contracted (85%)	Room Nights Remaining	Percent of Minimum Contract Met
1157	1432	275	80.78%

**Registrations to Date:**

Full Registration	210	Monday Night Crab Feast/Cruise	143
One Day Attendees - Mon	20		
One Day Attendees - Tues	4	Tuesday Night Banquet	271
Complimentary (Free registrations)	1		
Emeritus	3		
Spouse/Guest- Full Registration	19		
Spouse/Guest- One Day - Mon	1		
Spouse/Guest - One Day - Tues	1		

Business Partner - Full Registration	43
Business Partner - 1 Day Mon	15
Business Partner - 1 Day Tues	5
Sponsor - Bronze	1
Sponsor - Exhibitors	32
Sponsor - Gold	15
Sponsor - Keynote	3
Sponsor - Platinum	6
Sponsor - Silver	18

Ratio to Date		
Business Partners	238	63%
ERAPPA members	138	37%
<b>Total</b>	<b>376</b>	

<b>Total:</b>	<b>397</b>
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Date	RC- 9/22	RS- 9/22	RC- 9/23	RS- 9/23	RC- 9/24	RS- 9/24	RC- 9/25	RS- 9/25	% Sold	RC- 9/26	RS- 9/26	% Sold	RC- 9/27	RS- 9/27	% Sold	RC- 9/28	RS- 9/28	% Sold	RC- 9/29	RS- 9/29	% Sold	RC- 9/30	RS- 9/30
2008/01/24	0	0	0	0	0	0	20	2	10%	50	2	4%	50	12	24%	550	19	3%	550	18	3%	400	18
2008/03/31	0	0	0	0	0	0	20	7	35%	50	11	22%	50	35	70%	550	64	12%	550	64	12%	400	57
2008/05/05	0	0	0	0	0	0	20	9	45%	50	14	28%	50	39	78%	550	80	15%	550	80	15%	400	69
2008/05/13	0	0	0	0	0	0	20	9	45%	50	15	30%	50	41	82%	550	88	16%	550	88	16%	400	72
2008/05/22	0	0	0	0	0	0	20	10	50%	50	16	32%	50	44	88%	550	91	17%	550	91	17%	400	77
2008/06/18	0	0	0	0	0	0	20	11	55%	50	20	40%	50	48	96%	550	107	19%	550	107	19%	400	89
2008/06/26	0	0	0	0	0	0	20	12	60%	50	21	42%	50	51	102%	550	118	21%	550	118	21%	400	100
2008/07/08	0	0	0	0	0	0	20	12	60%	50	22	44%	50	51	102%	550	135	25%	550	135	25%	400	105
2008/07/17	0	0	0	0	0	0	20	12	60%	50	25	50%	78	57	73%	550	185	34%	550	188	34%	400	141
2008/07/23	0	0	0	0	0	0	20	12	60%	50	42	84%	78	78	100%	550	218	40%	550	222	40%	400	167
2008/08/01	0	0	0	0	0	0	20	16	80%	50	47	94%	115	91	79%	525	241	46%	525	246	47%	400	186
2008/08/05	0	0	0	0	0	0	20	16	80%	50	47	94%	115	92	80%	525	244	46%	525	248	47%	400	187
2008/08/12	0	0	0	0	0	0	20	17	85%	50	52	104%	115	113	98%	525	323	62%	525	331	63%	400	248
2008/08/18	0	0	0	0	0	0	20	17	85%	50	55	110%	115	116	101%	525	345	66%	525	356	68%	400	256
	0	0	0	0	0	0	20		0%	50		0%	115		0%	525		0%	525		0%	400	
	0	0	0	0	0	0	20		0%	50		0%	115		0%	525		0%	525		0%	400	
	0	0	0	0	0	0	20		0%	50		0%	115		0%	525		0%	525		0%	400	
	0	0	0	0	0	0	20		0%	50		0%	115		0%	525		0%	525		0%	400	

RC = Rooms Contracted

RS - Rooms Sold

<b>% Sold</b>	<b>RC-10/1</b>	<b>RS-10/1</b>	<b>% Sold</b>	<b>RC-10/2</b>	<b>RS-10/2</b>	<b>RC-10/3</b>	<b>RS-10/3</b>	<b>Total Rooms sold</b>	<b>Total Blocked</b>	<b>% of block met</b>
<b>5%</b>	50	<b>2</b>	<b>4%</b>	0	0	0	0	73	1670	4.37%
<b>14%</b>	50	<b>2</b>	<b>4%</b>	0	0	0	0	240	1670	14.37%
<b>17%</b>	50	<b>2</b>	<b>4%</b>	0	0	0	0	293	1670	17.54%
<b>18%</b>	50	<b>3</b>	<b>6%</b>	0	0	0	0	316	1670	18.92%
<b>19%</b>	50	<b>3</b>	<b>6%</b>	0	0	0	0	332	1670	19.88%
<b>22%</b>	50	<b>3</b>	<b>6%</b>	0	0	0	0	385	1670	23.05%
<b>25%</b>	50	<b>4</b>	<b>8%</b>	0	0	0	0	424	1670	25.39%
<b>26%</b>	50	<b>5</b>	<b>10%</b>	0	0	0	0	465	1670	27.84%
<b>35%</b>	50	<b>10</b>	<b>20%</b>	0	0	0	0	618	1698	36.40%
<b>42%</b>	50	<b>11</b>	<b>22%</b>	0	0	0	0	750	1698	44.17%
<b>47%</b>	50	<b>11</b>	<b>22%</b>	0	0	0	0	838	1685	49.73%
<b>47%</b>	50	<b>11</b>	<b>22%</b>	0	0	0	0	845	1685	50.15%
<b>62%</b>	50	<b>12</b>	<b>24%</b>	0	0	0	0	1096	1685	65.04%
<b>64%</b>	50	<b>12</b>	<b>24%</b>	0	0	0	0	1157	1685	68.66%
<b>0%</b>	50		<b>0%</b>	0	0	0	0	0	1685	0.00%
<b>0%</b>	50		<b>0%</b>	0	0	0	0	0	1685	0.00%
<b>0%</b>	50		<b>0%</b>	0	0	0	0	0	1685	0.00%
<b>0%</b>	50		<b>0%</b>	0	0	0	0	0	1685	0.00%

## Counts as of 8-18-08

Activity	Total as of 8/5	Total as of 8/15	Total as of 8/18
Golf Tournament - Green Fees/Cart	17	37	36
Baltimore Aquarium Adventure	8	17	18
Tour of University of Maryland Baltimore and the M&T Bank Stadium - Home of the Baltimore Ravens	16	20	20
Annapolis Tour - Three Centuries Walking Tour, Shopping and Lunch	9	13	14
Crab Feast Dinner Cruise on the Inner Harbor	51	132	143
Baltimore Tour - Ride the Ducks tour, B&O Railroad Museum, & Ft. McHenry	8	17	17
Morning Fun Run/Walk - Journey into Baltimore's past	12	24	24
Additional Awards Banquet Tickets	5	15	16
EG1 - Who Says Money Doesn't Grow on Trees: The Benefits of Turning Your Campus into an Arboretum	36	65	72
EE1 - O&M and System Training Requirements: It's Not Working*	25	61	68
ST1 - A System's Approach to Stewardship - PAASHE's Plan for the Future	34	68	73
TR1 - Shedding Light on Long-Term Technology Needs of Institutional Data Center Design*	12	31	34
SS1 - BP Roundtables	13	26	32
EG2 - Maximizing the Value of Design Reviews: An Integrated Approach to Link LEED-NC and EB*	32	66	71
SS2 - Using a Proactive Strategy to Avoid Indoor Air Quality Problems (This session will end at 4:30PM)	7	16	17
EE2 - Transformation of Facilities Management with an Intervention Program	35	68	76
ST2 - Performance Assessment: Gauging Your Success	35	74	86
TR2 - GIS and Facilities: How Not to Reinvent the Wheel	11	33	36
EG3 - Unlocking the Potential of Solar Energy*	44	94	103
EE3 - How the Big C Impacts FM Organizations: The Relationship Between Culture and Effective FM Organizations	36	80	83
ST3 - How Non-Assignable Space Impacts the Learning Environment	19	33	47
TR3 - Getting More Out of Your Campus Fire Alarm System*	11	25	27
EG4 - High Performance Design: Sustainable, Obtainable and Cost Effective	33	68	74
EE4 - Keys to Managing Diverse Generations	26	48	54
ST4 - Using Condition Assessment Modeling to Better Understand the Condition of our Physical Assets*	21	46	50
TR4 - Ready, Set, Occupy! How to Build an Award Winning Residence Hall in 60 Days (or Less)*	18	50	56
SS3 - Facilities Performance Indicators (This session goes until 4:15 PM)	15	23	28
EG5 - The Guide to a Green Building*	25	49	61
EE5 - Facility Director's Blueprint for Success	35	79	83
ST5 - Strategic Vision for Facility Management: Striving for World Class at the Smithsonian Institution	19	45	49
TR5 - The Benefits of Building Information Modeling (BIM) for Colleges and Universities*	23	55	59
EG6 - The Keys to Success Have Changed*	19	33	36
EE6 - Mooov'n Forward in Vermont: A Comprehensive Facilities Plan at the University of Vermont	36	79	88
ST6 - Best Practice Methods for Prioritizing Capital Requirements at the University of Guelph	21	49	54
TR6 - Cool Trends on Campus: A Survey of Thermal Energy Storage (TES) Use of Campus District Cooling*	23	49	53
EG7 - The Sustainability Tracking and Rating System and the University of Maine*	41	85	93
EE7 - Facing Tomorrow's Critical Facilities Issues Head On: Educational Options and Strategies	27	61	68
ST7 - Reducing Heating Plant Outages Through REDOX Stress Management	9	14	14
TR7 - Don't Lose Sight of Maintaining Control Through On-Line Management	20	45	50