

VOLUNTEER SCHEDULE

ERAPPA 2007, 57TH Annual Conference

Volunteer Coordinator:

Primary - Chuck Schouwerwou, Confersense Planners, 613-720-7211

Secondary - Anne Babcock, Carleton University, 613-852-1409

Conference Storage Room: Thursday Sept 27 to Sunday Sept 30

Speaker Ready Room: Sunday Sept 30 to Tuesday Oct 02

Marriott Hotel, Lower Level, Training Room (just outside doors into mall)

Conference Office/Storage Room: Friday Sept 28 to Wednesday Oct 03

Marriott Hotel, Lower Level, Albion Salon

If you find Conference Storage or Office locked, contact Chuck Schouwerwou or Anne Babcock for access.

FRIDAY, SEPTEMBER 28

Time	Activity	Room	Volunteers	Instructions
1:30 pm – 3:30 pm	Bag Stuffing	Marriott Training Room (Just outside doors into mall, lower level)	<ol style="list-style-type: none"> 1. Anne Babcock, 613-852-1409 2. Denis Bisson, 613-302-2024 3. Kevin Gallinger, 613-852-0831 4. Janet Hanna, 613-852-0938 5. Terry Pellerin, 508-317-8997 6. Tom Moreau, 508-317-5605 7. Neal Lespasio, 617-593-6377 8. Rob Vanderspek, 519-827-4105 9. Ian Kennedy, 613-852-1434 10. George Corluka, 613-852-1079 	Meet Chuck Schouwerwou in Training Room. Chuck will coordinate bag stuffing.

SATURDAY, SEPTEMBER 29

Time	Activity	Room	Volunteers	Instructions
7:00 am – 6:00 pm	BOD / Committee Registration	Marriott Penthouse Level 27/28	<p>7 am – 11 am</p> <ol style="list-style-type: none"> 1. Anne Babcock, 613-852-1409 <p>11 am – 3 pm:</p> <ol style="list-style-type: none"> 1. Meziame Zeroual, 613-913-8280 	Meet Monique Trottier from confersense planners a Registration table in Marriott, Penthouse Level 27/28. Monique will be coordinating all registration and will always be present in the Registration area.

SUNDAY, SEPTEMBER 30

Exhibit Hall MC (All Day, Announcements / Draws):

Darryl Boyce , 613-878-2885 and Mario Bouchard, 613-799-9845

Time	Activity	Room	Volunteers	Instructions
6:30 am – 24 hour hold	Speaker Ready Room	Marriott Marriott Training Room, Lower Lobby at Stairs To Mall	12 noon – 5 pm: 1. Udo Friesen, 613-791-3854 (Includes a full time technician (12:00 noon – 5 pm) to aide speakers and load presentations on to laptops)	Meet Scott Scheel, 613-852-1439, in Training Room. Schott will provide direction for the shift.
6:00 am – 3:00 pm	Golf Outing Stonebridge Golf Club	Crowne Plaza, Lower Level, Queen Street Side Door Transportation Depot	Assist with Tags on Golf Bags & Help Load Buses @ Hotels, 5:30 am – 6 am and then Registration Help @ Golf course, 6:00 am – 6:45 am: 1. Kevin Gallinger, 613-852-0831 2. Janet Hanna, 613-852-0938 3. Dennis Hastins, 519-817-5145 4. Mark Denomy, no cell phone Golf cart drivers to take golfers to and from the driving range, 6:50 am – 7:40 am: 1. Ken Pirhonen, 519-521-1967 2. Adrian Fagan, 519-835-1125 3. Harry Bakker, 519-808-6043 4. Wayne Sippola, 519-808-2672 5. Spare, Rob Vanderspek, 519-827-4105	<u>Hotel/Bag Volunteers:</u> Meet Kevin Gallinger, 613-852-0831 at transportation depot. Kevin will coordinate bus loading/bag tagging. <u>Golf Cart Drivers/Spare:</u> Meet Denis Bisson, 613-302-2024, at main entrance to clubhouse upon arrival. Denis will coordinate cart driving.
9:00 am – 8:00 pm	Registration Crowne Plaza Hotel, Lower Lobby	Crowne Plaza Lower Lobby	9 am – 12 noon: 1. Christine Cupido, 905-517-9751 2. Gary McMann, 519-980-7437 12 Noon – 3 pm: 1. Meziane Zeroual, 613-913-8280 3 pm – 6 pm: 1. Anne Babcock, 613-852-1409	Meet Monique Trottier from confersense planners a Registration table. Monique will by coordinating all registration and will always be present in the Registration area.

Time	Activity	Room	Volunteers	Instructions
10:45 am – 4:00 pm	Tour: Carleton University and University of Ottawa (Box Lunch Included)	Crowne Plaza, Lower Level, Queen Street Side Door Transportation Depot	Load buses and act as guides / hosts: 1. Mario Bouchard, 613-799-9845 2. Scott Scheel, 613-852-1439 @ University of Ottawa <ul style="list-style-type: none"> • Claudio Brun del Re, Assistant Director Planning and Programming • Michel Prevost, University of Ottawa @ Carleton University <ul style="list-style-type: none"> • Scott Scheel • George Corluka, 613-852-1079 • Jerry Corush, 613-866-1608 	Transportation contact, Kevin Gallinger, 613-852-0831 University of Ottawa contact, Mario Bouchard, 613-799-9845 Carleton University contact, Scott Shceel, 613-852-1439
11:30 am – 3:30 pm	Tour: High Tea and Tours at the National Gallery of Canada (Lunch Included)	Crowne Plaza, Lower Level, Queen Street Side Door Transportation Depot	Load buses and act as guides / hosts: 1. Sonia Demers, 819-790-7075 2. Jennifer Kearns, no cell phone	Meet Jennifer Kearns at transportation depot. Jennifer will provide itinerary for the tour.
6:00 am – 5:00 pm	Exhibit Hall Move In / Set Up 6:00 am – 12:00 noon - Freeman Set Up - Crowne Electrical Set Up 12:00 noon – 5:00 pm Exhibitor Move In	Crowne Plaza, Lower Lobby Foyer, International Ballroom, Victoria Room	Confersense staff to manage, no volunteers needed	N/A
5:00 pm – 6:00 pm	First Time Attendee Reception Crowne Plaza Hotel, Penthouse level	Penthouse Panorama Room Crowne Plaza	Greeter 4:30 pm – 6 pm: 1. Dan Castellan, 519-819-5585	No badge check required. Greet attendees at the main entrance to event.

Time	Activity	Room	Volunteers	Instructions
6:00 pm – 8:00 pm	Exhibition Hall Grand Opening Reception Crowne Plaza Hotel, Lower Lobby	Crowne Plaza, Lower Lobby Foyer, International Ballroom, Victoria Room	Badge Checkers/Greeters: 5:30 pm – 6:30 pm: 1. Dan Castellan, 519-819-5585 2. Doug Lucyk, 905-261-2399 6:30 pm – 7:30 pm 1. Denis Bisson, 613-302-2024 2. Bob Carter, 519-241-8995 7:30 pm – 8:30 pm 1. Meziane Zeroual, 613-913-8280 2. Harry Bakker, 519-808-6043 3. Roy Langille, 416-991-9427	Meet Chuck Schouwerwou in at reception desk prior to shift. Chuck will provide instruction.

MONDAY, OCTOBER 01

Exhibit Hall MC (All Day, Announcements / Draws):

Mario Bouchard

Time	Activity	Room	Volunteers	Instructions
6:30 am – 6:00 pm	Registration	Ottawa Marriott Hotel Victoria Ballroom Coat Check	6:30 am – 7:45 am: 1. Adrian Fagan, 519-835-1125 2. Dan Castellan, 519-819-5585	Meet Monique Trottier from Confersense Planners a Registration table. Monique will by coordinating all registration and will always be present in the Registration area.
6:30 am – 24 hour hold	Speaker Ready Room	Marriott Marriott Training Room, Lower Lobby at Stair To Mall	7:00 am – 12 Noon: 1. Udo Friesen, 613-791-3854 12:00 Noon – 5 pm: 1. Udo Friesen, 613-791-3854 (Includes a full time technician (6:30 am – 4:30 pm) to aide speakers and load presentations on to laptops)	Meet Scott Scheel, 613-852-1439, in Training Room. Schott will provide direction for the shift.
6:45 am – 7:45 am	Breakfast Ottawa Marriott Hotel, Victoria Ballroom	Marriott, 2 nd Level, Victoria Ballroom	Badge Checkers/Greeters: 6:30 am – 7:15 am: 1. Doug Lucyk, 905-261-2399 2. Harry Bakker, 519-808-6043 3. Roy Langille, 416-991-9427 4. Wayne Sippola, 519-453-0125 7:15 am – 8:00 am: 1. Denis Bisson, 613-302-2024 2. Anne Babcock, 613-852-1409 3. Gary McMann, 519-980-7437 4. Rob Vanderspek, 519-827-4105	Meet Chuck Schouwerwou in at reception desk prior to shift. Chuck will provide instruction.
7:45 am – 9:15 am	Plenary Session with Keynote Speaker (Dr. David Suzuki)	Marriott, 2 nd Level, Victoria Ballroom	MC/Speaker Handler: 1. Darryl Boyce, 613-878-2885 and Mario Bouchard, 613-799-9845	
8:45 am – 4:00 pm	Tour: Wakefield Steam Train Trip, Historic Wakefield Mill Inn and Tour of Gatineau Park (Lunch Included)	Crowne Plaza, Lower Level, Queen Street Side Door Transportation Depot	Load buses and act as guides / hosts: 1. Francine Boyce, 613-866-3406 2. Sheila Gallinger, no cell phone	Meet Kevin Gallinger, 613-852-0831 at transportation depot. Kevin will provide itinerary for the tour.

Time	Activity	Room	Volunteers	Instructions
10:30 am – 11:30 am	Project Clean “Green”	Marriott Lower Level Albert	Speaker Handler: 1. Scott Scheel, 613-852-1439 ERAPPA Volunteer: 1. Christine Matheson	<u>Handler:</u> Prep Speaker Introduce Speaker Thank Speaker & give gift (pick up from Speaker Ready Rm) <u>ERAPPA Volunteer:</u> Evaluation Forms (pick up from Speaker Ready Rm, distribute & collect at session and return to Speaker Ready Rm
	Stewardship of Building Envelopes – Part I	Marriott Lower Level Cartier II	Speaker Handler: 1. Mario Bouchard, 613-799-9845 ERAPPA Volunteer: 1. Dana Peterson	<u>Handler:</u> Prep Speaker Introduce Speaker Thank Speaker & give gift (pick up from Speaker Ready Rm) <u>ERAPPA Volunteer:</u> Evaluation Forms (pick up from Speaker Ready Rm, distribute & collect at session and return to Speaker Ready Rm
	The Art and Science of Capital Planning	Marriott Lower Level Cartier III	Speaker Handler: 1. Dennis Hastings, 519-817-5145 ERAPPA Volunteer: 1. Frank Connelly	<u>Handler:</u> Prep Speaker Introduce Speaker Thank Speaker & give gift (pick up from Speaker Ready Rm) <u>ERAPPA Volunteer:</u> Evaluation Forms (pick up from Speaker Ready Rm, distribute & collect at session and return to Speaker Ready Rm
	Raising the Bar at Big Green	Marriott Lower Level Laurier	Speaker Handler: 1. Rhonda Legault, 613-762-7699 ERAPPA Volunteer: 1. Michelle Estep-Frederick	<u>Handler:</u> Prep Speaker Introduce Speaker Thank Speaker & give gift (pick up from Speaker Ready Rm) <u>ERAPPA Volunteer:</u> Evaluation Forms (pick up from Speaker Ready Rm, distribute & collect at session and return to Speaker Ready Rm

Time	Activity	Room	Volunteers	Instructions
	Space Mining – A space management approach to sustainable success	Marriott Lower Level Cartier I	Speaker Handler: 1. Mike Rushton, 613-850-2356 ERAPPA Volunteer: 1. John Michalewicz	<u>Handler:</u> Prep Speaker Introduce Speaker Thank Speaker & give gift (pick up from Speaker Ready Rm) <u>ERAPPA Volunteer:</u> Evaluation Forms (pick up from Speaker Ready Rm, distribute & collect at session and return to Speaker Ready Rm)
11:30 am – 1:30 pm	Networking Lunch in Exhibit Hall Crowne Plaza Hotel, Lower Lobby	See previous	Badge Checkers/Greeters: 11:15 am – 12:30 pm: 1. Dan Castellan, 519-819-5585 2. Bob Carter, 519-241-8995 12:30 pm – 1:30 pm: 1. Ian Kennedy, 613-852-1434 2. Jennifer Kearns, no cell phone	Meet Chuck Schouwerwou at ERAPPA display, lower level lobby of Crowne Plaza prior to shift. Chuck will provide instruction.
1:30 pm – 2:30 pm	The Fifth Dimension – Adding Value with Building Information Modeling (BIM)	Marriott Lower Level Albert	Speaker Handler: 1. Phil Rouble, 613-286-9978 ERAPPA Volunteer: 1. James Pepe	<u>Handler:</u> Prep Speaker Introduce Speaker Thank Speaker & give gift (pick up from Speaker Ready Rm) <u>ERAPPA Volunteer:</u> Evaluation Forms (pick up from Speaker Ready Rm, distribute & collect at session and return to Speaker Ready Rm)
	Stewardship of Building Envelopes – Part II	Marriott Lower Level Cartier II	Speaker Handler: 1. Mario Bouchard, 613-799-9845 ERAPPA Volunteer: 1. Dana Peterson	N/A
	Life Cycle Toolkit for Buying Energy Intensive Equipment	Marriott Lower Level Cartier III	Speaker Handler: 1. Dan Castellan, 519-819-5585 ERAPPA Volunteer: 1. John Michalewicz	<u>Handler:</u> Prep Speaker Introduce Speaker Thank Speaker & give gift (pick up from Speaker Ready Rm) <u>ERAPPA Volunteer:</u> Evaluation Forms (pick up from Speaker Ready Rm, distribute & collect at session and return to Speaker Ready Rm)

Time	Activity	Room	Volunteers	Instructions
	When "Green" Alternatives Make Sense: A Practical Approach to Sustainable Options in Existing Facilities	Marriott Lower Level Laurier	Speaker Handler: 1. Rhonda Legault, 613-762-7699 ERAPPA Volunteer: 1. NNECERAPPA Rep	<u>Handler:</u> Prep Speaker Introduce Speaker Thank Speaker & give gift (pick up from Speaker Ready Rm) <u>ERAPPA Volunteer:</u> Evaluation Forms (pick up from Speaker Ready Rm, distribute & collect at session and return to Speaker Ready Rm)
	PDA's – Getting the most from your Work Order System	Marriott Lower Level Cartier I	Speaker Handler: 1. Dennis Hastings, 519-817-5145 ERAPPA Volunteer: 1. Christine Matheson	<u>Handler:</u> Prep Speaker Introduce Speaker Thank Speaker & give gift (pick up from Speaker Ready Rm) <u>ERAPPA Volunteer:</u> Evaluation Forms (pick up from Speaker Ready Rm, distribute & collect at session and return to Speaker Ready Rm)
3:30 pm – 4:30 pm	How SUNY Fredonia Became Plug-Load Energy \$mart	Marriott Lower Level Albert	Speaker Handler: 1. Jonathan Rausseo ERAPPA Volunteer: 1. TBD	<u>Handler:</u> Prep Speaker Introduce Speaker Thank Speaker & give gift (pick up from Speaker Ready Rm) <u>ERAPPA Volunteer:</u> Evaluation Forms (pick up from Speaker Ready Rm, distribute & collect at session and return to Speaker Ready Rm)
	Stewardship of Building Envelopes – Part III	Marriott Lower Level Cartier II	Speaker Handler: 1. Mario Bouchard, 613-799-9845 ERAPPA Volunteer: 1. Dana Peterson	N/A
	The Business Case of Sustainability	Marriott Lower Level Cartier III	Speaker Handler: 1. Mario Bouchard, 613-799-9845 ERAPPA Volunteer: 1. Frank Connolly	<u>Handler:</u> Prep Speaker Introduce Speaker Thank Speaker & give gift (pick up from Speaker Ready Rm) <u>ERAPPA Volunteer:</u> Evaluation Forms (pick up from Speaker Ready Rm, distribute & collect at session and return to Speaker Ready Rm)

Time	Activity	Room	Volunteers	Instructions
	Waste to Energy: Landfill Gas	Marriott Lower Level Laurier	Speaker Handler: 1. Pierre deGagne, 613-567-6619 ERAPPA Volunteer: 1. NNECERAPPA Rep	<u>Handler:</u> Prep Speaker Introduce Speaker Thank Speaker & give gift (pick up from Speaker Ready Rm) <u>ERAPPA Volunteer:</u> Evaluation Forms (pick up from Speaker Ready Rm, distribute & collect at session and return to Speaker Ready Rm)
	Balanced Scorecard Approach to Facilities Management	Marriott Lower Level Cartier I	Speaker Handler: 1. Phil Rouble, 613-286-9978 ERAPPA Volunteer: 1. Michelle Estep-Frederick	
7:00 pm – 11:00 pm	Top of the Capital Party Networking Reception/Dinner Ottawa Marriott Hotel, Merlot Revolving Restaurant	Marriott Penthouse 27/28 th Level Merlot, Sussex & Mackenzie Salons	Confersense staff to manage, no volunteers needed	N/A

TUESDAY, OCTOBER 02

Exhibit Hall MC (All Day, Announcements / Draws):

Mario Bouchard, 613-799-9845

Time	Activity	Room	Volunteers	Instructions
6:30 am – 24 hour hold	Speaker Ready Room	Marriott Marriott Training Room, Lower Lobby at Stair To Mall	7 am – 11 am: 1. George Corluka, 613-852-1079 11 am – 3 pm 1. Herb Dean, 613-866-5748 (Includes a full time technician (6:30 am – 4:00 pm) to aide speakers and load presentations on to laptops)	Meet Scott Scheel, 613-852-1439, in Training Room. Schott will provide direction for the shift.
6:45 am – 8:00 am	Breakfast In the Exhibit Hall Crowne Plaza Hotel, Lower Lobby	See Previous	Badge Checkers/Greeters: 6:30 am – 7:15 am: 1. Denis Bisson, 613-302-2024 2. Adrian Fagan, 519-835-1125 7:15 am – 8 am 1. Dan Castellan, 519-819-5585 2. Gary McMann, 519-980-7437	Meet Chuck Schouwerwou at ERAPPA display, lower level lobby of Crowne Plaza prior to shift. Chuck will provide instruction
8:00 am – 9:15 am	Plenary Session with Keynote Speaker	Marriott 2 nd Level Victoria Ballroom	Badge Checkers/Greeters: 7:30 am – 8:15 am: 1. Harry Bakker, 519-808-6043 2. Roy Langille, 416-991-9427 3. Wayne Sippola, 519-808-2672 4. Doug Lucyk, 905-261-2399 MC/Speaker Handler: 1. Darryl Boyce, 613-878-2885 and Mario Bouchard, 613-799-9845	Meet Chuck Schouwerwou in at reception desk prior to shift. Chuck will provide instruction.
9:30 am – 3:00 pm	Tour: A Visit to the Artisan Village of Merrickville, Tour of the Kevin Robert Grey Glass Blowing Studio, with Lunch at the Historic Sam Jakes Inn	Crowne Plaza, Lower Level, Queen Street Side Door Transportation Depot	Load buses and act as guides / hosts: 1. Francine Boyce, 613-866-3406 2. Shiela Gallinger, no cell phone	Meet Kevin Gallinger, 613-852-0831 at transportation depot. Kevin will provide itinerary for the tour.

9:15 am – 10:15 am	Responsible Use of Refrigerants in HVAC	Albert	<p>Speaker Handler: 1. Darryl Boyce, 613-878-2885</p> <p>ERAPPA Volunteer: 1. Mark Showers</p>	<p><u>Handler:</u> Prep Speaker Introduce Speaker Thank Speaker & give gift (pick up from Speaker Ready Rm) <u>ERAPPA Volunteer:</u> Evaluation Forms (pick up from Speaker Ready Rm, distribute & collect at session and return to Speaker Ready Rm)</p>
	Searching for Excellence Using APPA's Facilities Performance Indicators – Part I	Marriott Lower Level Cartier II	<p>Speaker Handler: 1. Darryl Boyce, 613-878-2885</p> <p>ERAPPA Volunteer: 1. Dana Peterson</p>	<p><u>Handler:</u> Prep Speaker Introduce Speaker Thank Speaker & give gift (pick up from Speaker Ready Rm) <u>ERAPPA Volunteer:</u> Evaluation Forms (pick up from Speaker Ready Rm, distribute & collect at session and return to Speaker Ready Rm)</p>
	Making Sustainability a Key Driver for Campus Utility Master Planning at the University of New Brunswick	Marriott Lower Level Cartier III	<p>Speaker Handler: 1. Mike Rushton, 613-850-2356</p> <p>ERAPPA Volunteer: 1. John Michalewicz</p>	<p><u>Handler:</u> Prep Speaker Introduce Speaker Thank Speaker & give gift (pick up from Speaker Ready Rm) <u>ERAPPA Volunteer:</u> Evaluation Forms (pick up from Speaker Ready Rm, distribute & collect at session and return to Speaker Ready Rm)</p>
	Commissioning Bridges the Gap between Design and Operations	Marriott Lower Level Laurier	<p>Speaker Handler: 1. Pierre deGagne, 613-567-6619</p> <p>ERAPPA Volunteer: 1. Mike Brewer</p>	<p><u>Handler:</u> Prep Speaker Introduce Speaker Thank Speaker & give gift (pick up from Speaker Ready Rm) <u>ERAPPA Volunteer:</u> Evaluation Forms (pick up from Speaker Ready Rm, distribute & collect at session and return to Speaker Ready Rm)</p>
	Right-Sourcing – A Contrarian's Approach to Support Service Management	Marriott Lower Level Cartier I	<p>Speaker Handler: 1. Dennis Hastings, 519-817-5145</p> <p>ERAPPA Volunteer: 1. Christine Matheson</p>	<p><u>Handler:</u> Prep Speaker Introduce Speaker Thank Speaker & give gift (pick up from Speaker Ready Rm) <u>ERAPPA Volunteer:</u> Evaluation Forms (pick up from Speaker Ready Rm, distribute & collect at session and return to Speaker Ready Rm)</p>

11:00 am – 12:00 noon	Dickinson College's "Green Devil" Campaign	Marriott Lower Level Albert	Speaker Handler: 1. Jonathan Rausseo ERAPPA Volunteer: 1. Frank Connelly	<u>Handler:</u> Prep Speaker Introduce Speaker Thank Speaker & give gift (pick up from Speaker Ready Rm) <u>ERAPPA Volunteer:</u> Evaluation Forms (pick up from Speaker Ready Rm, distribute & collect at session and return to Speaker Ready Rm)
	Searching for Excellence Using APPA's Facilities Performance Indicators – Part II	Marriott Lower Level Cartier II	Speaker Handler: 1. Darryl Boyce, 613-878-2885 ERAPPA Volunteer: 1. Dana Peterson	N/A
	Reacting to the past or planning for the future?	Marriott Lower Level Cartier III	Speaker Handler: 1. Scott Scheel, 613-852-1439 ERAPPA Volunteer: 1. Mike Brewer	<u>Handler:</u> Prep Speaker Introduce Speaker Thank Speaker & give gift (pick up from Speaker Ready Rm) <u>ERAPPA Volunteer:</u> Evaluation Forms (pick up from Speaker Ready Rm, distribute & collect at session and return to Speaker Ready Rm)
	Geothermal – An Efficient Approach to Heating and Cooling Your Buildings	Marriott Lower Level Laurier	Speaker Handler: 1. Pierre deGagne, 613-567-6619 ERAPPA Volunteer: 1. Mark Showers	<u>Handler:</u> Prep Speaker Introduce Speaker Thank Speaker & give gift (pick up from Speaker Ready Rm) <u>ERAPPA Volunteer:</u> Evaluation Forms (pick up from Speaker Ready Rm, distribute & collect at session and return to Speaker Ready Rm)
	Playing Defence: How to Keep Your Best Employees	Marriott Lower Level Cartier I	Speaker Handler: 1. Mario Bouchard, 613-799-9845 ERAPPA Volunteer: 1. Christine Matheson	<u>Handler:</u> Prep Speaker Introduce Speaker Thank Speaker & give gift (pick up from Speaker Ready Rm) <u>ERAPPA Volunteer:</u> Evaluation Forms (pick up from Speaker Ready Rm, distribute & collect at session and return to Speaker Ready Rm)

12:00 pm – 1:45 pm	Lunch & Annual Business Meeting Ottawa Marriott Hotel, Victoria Ballroom	Marriott 2 nd Level Victoria Ballroom	Badge Checkers/Greeters: 11 am – 12:15 1. Dan Castellan, 519-819-5585 2. Bob Carter, 519-241-8995 3. Tahir Mohammed 4. George Corluka, 613-852-1079 MC(s): 1. Mario Bouchard – Welcome 2. ERAPPA – Annual Meeting	Meet Chuck Schouwerwou in at reception desk prior to shift. Chuck will provide instruction.
1:45 pm – 2:45 pm	Sustained Leadership in Difficult Times	Marriott Lower Level Albert	Speaker Handler: 1. Mario Bouchard, 613-799-9845 ERAPPA Volunteer: 1. John Michalewicz	<u>Handler:</u> Prep Speaker Introduce Speaker Thank Speaker & give gift (pick up from Speaker Ready Rm) <u>ERAPPA Volunteer:</u> Evaluation Forms (pick up from Speaker Ready Rm, distribute & collect at session and return to Speaker Ready Rm
	Searching for Excellence Using APPA's Facilities Performance Indicators – Part III	Marriott Lower Level Cartier II	Speaker Handler: 1. Darryl Boyce, 613-878-2885 ERAPPA Volunteer: 1. Dana Peterson	N/A
	An Integrated Design Process: Lessons Learned from the Massachusetts Institute of Technology (MIT)	Marriott Lower Level Cartier III	Speaker Handler: 1. Dan Castellan, 519-819-5585 ERAPPA Volunteer: 1. Mike Brewer	<u>Handler:</u> Prep Speaker Introduce Speaker Thank Speaker & give gift (pick up from Speaker Ready Rm) <u>ERAPPA Volunteer:</u> Evaluation Forms (pick up from Speaker Ready Rm, distribute & collect at session and return to Speaker Ready Rm
	Comfort and Energy Efficiency: don't sacrifice one for the other	Marriott Lower Level Laurier	Speaker Handler: 1. Rhonda Legault, 613-762-7699 ERAPPA Volunteer 1. Michelle Estep-Frederick	<u>Handler:</u> Prep Speaker Introduce Speaker Thank Speaker & give gift (pick up from Speaker Ready Rm) <u>ERAPPA Volunteer:</u> Evaluation Forms (pick up from Speaker Ready Rm, distribute & collect at session and return to Speaker Ready Rm

	Sustainable Opportunities in Central Chilled Water Systems	Marriott Lower Level Cartier I	Speaker Handler: 1.Darryl Boyce, 613-878-2885 ERAPPA Volunteer: 1. Mark Showers	<u>Handler:</u> Prep Speaker Introduce Speaker Thank Speaker & give gift (pick up from Speaker Ready Rm) <u>ERAPPA Volunteer:</u> Evaluation Forms (pick up from Speaker Ready Rm, distribute & collect at session and return to Speaker Ready Rm)
3:15 pm – 4:15 pm	So you think you want to go “green”? Lessons in making “green” decisions for capital improvements	Marriott Lower Level Albert	Speaker Handler: 1.Rhonda Legault, 613-762-7699 ERAPPA Volunteer: 1. NNECERAPPA Rep	<u>Handler:</u> Prep Speaker Introduce Speaker Thank Speaker & give gift (pick up from Speaker Ready Rm) <u>ERAPPA Volunteer:</u> Evaluation Forms (pick up from Speaker Ready Rm, distribute & collect at session and return to Speaker Ready Rm)
	Searching for Excellence Using APPA’s Facilities Performance Indicators – Part IV	Marriott Lower Level Cartier II	Speaker Handler: 1. Darryl Boyce, 613-878-2885 ERAPPA Volunteer: 1. Dana Peterson	N/A
	Benchmarking Your Facility Condition Needs	Marriott Lower Level Cartier III	Speaker Handler: 1.Dennis Hastings, 519-817-5145 ERAPPA Volunteer: 1. Mike Brewer	<u>Handler:</u> Prep Speaker Introduce Speaker Thank Speaker & give gift (pick up from Speaker Ready Rm) <u>ERAPPA Volunteer:</u> Evaluation Forms (pick up from Speaker Ready Rm, distribute & collect at session and return to Speaker Ready Rm)
	Adaptive Re-Use at its Best: Ursinus College Case Study	Marriott Lower Level Laurier	Speaker Handler: 1.Phil Rouble, 613-286-9978 ERAPPA Volunteer: 1. Mark Showers	<u>Handler:</u> Prep Speaker Introduce Speaker Thank Speaker & give gift (pick up from Speaker Ready Rm) <u>ERAPPA Volunteer:</u> Evaluation Forms (pick up from Speaker Ready Rm, distribute & collect at session and return to Speaker Ready Rm)

	Campus Facilities, Physical Environments & Students	Marriott Lower Level Cartier I	<p>Speaker Handler: 1. Scott Scheel, 613-852-1439</p> <p>ERAPPA Volunteer: 1. James Pepe</p>	<p><u>Handler:</u> Prep Speaker Introduce Speaker Thank Speaker & give gift (pick up from Speaker Ready Rm) <u>ERAPPA Volunteer:</u> Evaluation Forms (pick up from Speaker Ready Rm, distribute & collect at session and return to Speaker Ready Rm)</p>
5:45 pm	Bus Departures to Canadian Museum of Civilization Commences	Crowne Plaza, Lower Level, Queen Street Side Door Transportation Depot	Confersense staff to manage, no volunteers needed	
5:45 pm – 6:30 pm	Awards Reception The Canada Hall Exhibit, Canadian Museum of Civilization	The Canada Hall	Confersense staff to manage, no volunteers needed	
<p>Awards 6:30 pm – 7:45 pm</p> <p>Dinner & Dance 7:45 pm - 12:00 am</p>	Awards Presentations Banquet & Dance The Grand Hall, Canadian Museum of Civilization	The Grand Hall	<p>MC: ERAPPA – Main Event</p> <p>Confersense staff to manage, no volunteers needed</p>	

WEDNESDAY, OCTOBER 03

Time	Activity	Room	Volunteers	Instructions
6:30 am – 5:00 pm	Conference Office & Storage	Marriott Lower Level Albion Salon	Pack up & Ship Out 12:00 am – 2 pm +/- 1. Anne Babcock, 613-852-1409 2. Denis Bisson, 613-302-2024 3. 4.	Meet Anne Babcock & Chuck Schouwerwou in Conference Office.
7:00 am – 8:00 pm	Walk/Run	Crowne Plaza, Lower Level Lobby	Run Guides 1. Martha Lush (run), 613-298-2954 2. Janet Hanna (walk), 613-852-0938 3. Kevin Gallinger (walk/ run), 613-852-0831	Meet Kevin Gallinger, 613-852-0831 in Crowne Plaza, Lower Level Lobby.