

ERAPPA 57TH ANNUAL CONFERENCE – Function Grid

Friday, September 28, 2007

Budget Line	Time	Activity	Room	Set up / AV	Food & Beverage
	6:30 am – 24 hour hold	Conference Office & Storage	Marriott Albion Salon	<ul style="list-style-type: none"> - Boardroom style for 15 - Two six foot tables for computer equipment - Telephone and internet access - two desktop computer and laser printer - One easel 	Ice Water and Glasses
	24 hour Hold	Bag Stuffing / Storage	Marriott Marriott Training Room, Lower Lobby at Stairs To Mall	<ul style="list-style-type: none"> - As is 	Ice Water & Glasses
	24 hour hold	President’s Hospitality Suite	Marriott Suites 519/520	<ul style="list-style-type: none"> - Diningroom table, comfortable seating, lounge style for approx. 30 people - Must have full fridge 	TDB
Bill to ERAPPA	7:30 am – 8:00 am	ERAPPA BOD Breakfast	Marriott Sussex	<ul style="list-style-type: none"> - Boardroom Style for 15 - Buffet set inside room - One easel 	Canadian Breakfast – 10 @ \$18.00+++ per person (Freshly Squeezed Orange Juice; Scrambled Eggs with Balderson Cheddar Cheese; Smoked Bacon and Farmers Sausage; Home Fried Potatoes; Assorted Bakers Basket, Sweet Butter and Fruit Preserves; Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Teas)
	8:00 a.m. – 5:00 p.m.	ERAPPA BOD Meeting	Marriott Sussex	<ul style="list-style-type: none"> - Boardroom Style for 15 people 	Ice Water and glasses refreshed at all Breaks
	8:55 am – 10:00 am	Precon	Marriott Meet in Lobby	<ul style="list-style-type: none"> - 	

APPENDIX II: SAMPLE HOTEL FUNCTION GRID

Budget Line	Time	Activity	Room	Set up / AV	Food & Beverage
Bill to ERAPPA	10:15 am – 10:30 am	ERAPPA BOD AM Break	Marriott Sussex	- Buffet Style	10 @ 8.00+++ per person Juice, Whole Fruit, Danish, Freshly Brewed Coffee, Decaffeinated Coffee and Tea
	10:30 am – 12:00 noon	Precon	Crowne Plaza Sales	-	
Bill to ERAPPA	12:00 noon – 1:00 pm	ERAPPA BOD Lunch	Marriott Sussex	- Buffet Style	- Scandinavian Special Buffet – 10 @ \$32.00+++ per person (Fresh Made Soup of the Day; three salads, Basket of Organic Mesclun Leaves, Assorted Dressings; Fresh Market Crudités with Chive Dip; cheese, crackers, Deluxe Open Faced Sandwiches: Roasted Sirloin of Beef on a Mini Kaiser, Smoked Atlantic Salmon with Pumpernickel; Clover Honey Ham and Sourdough Baguette, Sliced Gruyere, Tomato and Radish Sprouts on Flax Seed Rounds, Chantilly Creamed Shrimp and Dill with Molasses Rye Bread, two desserts, Soft drinks, Freshly Brewed Coffee, Decaffeinated Coffee and Tea)
	1:30 – 3:30	Bag Stuffing	Marriott Training room	-	
	2:00	Chuck Meeting at: Jeanette Doucet Manager, Sexual Health and HIV/AIDS Policy and Programs Pauktuutit Inuit Women of Canada 56 Sparks Street, Suite 400 Ottawa, ON K1P 5A9		-	
Bill to ERAPPA	2:30 pm – 2:45 pm	ERAPPA BOD PM Break	Marriott Sussex	- Buffet Style ADD Additional 15 Chairs during the break please!	10 @ \$7.00+++ per person Home Baked Cookies; Soft Drinks; Freshly Brewed Coffee, Decaffeinated Coffee and Tea
	3:30 = 4:00	Local Program Committee Walk Through	Marriott Lobby	-	-

Budget Line	Time	Activity	Room	Set up / AV	Food & Beverage
	4:00 pm – 5:00 pm	ERAPPA + Host Committee Meeting	Marriott Sussex	- Board room style for 25	-
Bill to ERAPPA	6:00 p.m. – 10:00 p.m.	ERRAPA Board, ERRAPA Committee, 2007 and 2008 Host Committees Dinner	Marriott Mackenzie Salon	- Rounds of 8 for approx. 45 people - One easel Podium and Mic patched into house system for announcements	- Host Full Bar - Dinner Buffet 60 @ 38.95+++ per person Soup of the Day; Delicatessen Cold Cuts and Cheese; Salads (3 choices, chef's choice); Hot Entrees (Grilled Atlantic Salmon & Roast Beef); Assorted Cakes and Pies, Coffee & Tea

Saturday, September 29, 2007

Budget Line	Time	Activity	Room	Set up / AV	Food & Beverage
	6:30 am – 24 hour hold	Conference Office & Storage	Marriott Albion Salon	<ul style="list-style-type: none"> - Boardroom style for 15 - Two six foot tables for computer equipment - Telephone ad internet access - two desktop computer and laser printer - One easel 	Ice Water and Glasses
	6:30 am – 24 hour hold	Committee Room	Marriott Suite 522	<ul style="list-style-type: none"> - Boardroom style for 15 for kit stuffing, etc. - 	Ice Water and glasses
	24 hour Hold	Bag Stuffing / Storage	Marriott Marriott Training Room, Lower Lobby at Stairs To Mall	<ul style="list-style-type: none"> - As is 	Ice Water & Glasses
	24 hour hold	President's Hospitality Suite	Marriott Suite 519/520	<ul style="list-style-type: none"> - Diningroom table, comfortable seating, lounge style for approx. 30 people 	TDB
	7:00 a.m. – 6:00 p.m.	BOD / Committee Registration	Marriott Penthouse Level	<ul style="list-style-type: none"> - Two 6' draped tables with two chairs - One 18" x 4' draped table at back for materials - one garbage can - Power extension cord with power bar - High speed internet access - Telephone line (local/1-800 only) - One easel 	<ul style="list-style-type: none"> - Ice water and Glasses

Budget Line	Time	Activity	Room	Set up / AV	Food & Beverage
Bill to ERAPPA	8:00 am – 9:00 am	ERAPPA BOD & Committees + Host Committee Breakfast	Marriott Mackenzie	- Rounds of 8 for 50 - Buffet set inside room - One easel	Canadian Breakfast – 50 @ \$18.00+++ per person (Freshly Squeezed Orange Juice; Scrambled Eggs with Balderson Cheddar Cheese; Smoked Bacon and Farmers Sausage; Home Fried Potatoes; Assorted Bakers Basket, Sweet Butter and Fruit Preserves; Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Teas)
	8:00 a.m. – 5:00 p.m.	ERAPPA BOD Meeting	Marriott Sussex	- Boardroom Style for 20 people - One easel	Ice Water and glasses refreshed at all Breaks
	8:00 a.m. – 2:00 pm	ERAPPA Chapter Affairs Committee / Nominating Committee	Marriott Suite 620	- Boardroom Style for 10 people - One easel	Ice Water and glasses refreshed at all Breaks
	8:00 a.m. – 12:00 noon	ERAPPA Education Committee	Marriott Suite 621	- Boardroom Style for 10 people - One easel	Ice Water and glasses refreshed at all Breaks
	8:00 a.m. – 12:00 noon	ERAPPA Membership Committee	Marriott Suite 622	- Boardroom Style for 10 people - One easel	Ice Water and glasses refreshed at all Breaks
	8:00 a.m. – 12:00 noon	ERAPPA Technology & Communications Committee	Marriott Suite 623	- Boardroom Style for 10 people - One easel - screen (bringing own digital projector and computer) - high speed internet	Ice Water and glasses refreshed at all Breaks

Budget Line	Time	Activity	Room	Set up / AV	Food & Beverage
Bill to ERAPPA	10:15 am – 10:45 am	ERAPPA BOD & Committees + Host Committee AM Refreshment Break	Marriott Mackenzie Salon	- Buffet Style - One easel	50 @ \$9.00+++ Fruit loaves, smoothies, Freshly Brewed Coffee, Decaffeinated Coffee and Tea
Bill to ERAPPA	12:00 noon – 1:00 pm	ERAPPA BOD & Committees + Host Committee Lunch	Marriott Mackenzie Salon	- Buffet Style - One easel	- Californian Creations – 50 @ \$30.00+++ per person; seasonal soup, crudités and dip, cheese & crackers, three salads, 5 sandwiches, 2 desserts, Freshly Brewed Coffee, Decaffeinated Coffee and Tea, Assorted Soft Drinks and bottled water
Bill to ERAPPA	3:30 pm – 3:45 pm	ERAPPA Board Break	Marriott Mackenzie Salon	- See previous	- 20 people @ \$7.00+++ per person - Home Baked Cookies; Soft Drinks; Freshly Brewed Coffee, Decaffeinated Coffee and Tea
***	3:30 – 4:30 pm	Local Education Committee Meeting	Meet in Lobby, then Marriott Training Room	- See previous	-
Bill to ERAPPA	5:30 pm – 7:30 pm	President's Reception (by invitation only) Crowne Plaza Hotel, Penthouse Level	Penthouse Foyer and Panorama Room Crowne Plaza	- Anticipated Number: 100 people - podium with Mic in Panorama Room (house sound system) - Tall Cabana tables with candles spread though out space - One easel	- Host bar (2 – one in Foyer, one in panorama room) - Crowne Tiger Shrimp Palm Tree with Condiments (15 dozen per tree) @ \$600.00+++ - Hip of Beef with Garnishes and Assorted Breads (serves 150 people) @ \$850.00+++ - Risotto Station with Sautéed Mushrooms, Roasted Peppers and Fresh Herbs in a Parmesan Wheel, 50 @ \$7.95+++ per person - Platter of Canadian and Imported Cheese served with Fresh Fruit and Crackers (3 ounces per person) 50 @ \$8.25+++ per person - Crisp Vegetables with Spinach Dip - 50 @ \$3.75+++ per person - Chef labour charges – 2 stations x 2 hours @ \$25 per hour

Sunday, September 30, 2007

Budget Line	Time	Activity	Room	Set up / AV	Food & Beverage
	6:30 am – 24 hour hold	Conference Office & Storage	Marriott Albion Salon	<ul style="list-style-type: none"> - Boardroom style for 15 - Two six foot tables for computer equipment - Telephone line & internet access - two desktop computer and laser printer - One easel 	Ice Water and Glasses
	6:30 am – 24 hour hold	Committee Room	Marriott Suite 522	<ul style="list-style-type: none"> - Boardroom style for 15 for kit stuffing, etc. - 	Ice Water and glasses
	6:30 am – 24 hour hold	Speaker Ready Room	Marriott Marriott Training Room, Lower Lobby at Stairs To Mall	<ul style="list-style-type: none"> - Office set-up with 3 x 6' draped tables & chairs near electrical outlets - Internet access - Two computers (windows XP, Microsoft Office Suite) - two printers - digital projector and screen - 7 laptops for plenary and educational sessions - Full time Technician to aide speakers and load presentations onto laptops 	Ice Water and Glasses
	24 hour hold	President's Hospitality Suite	Marriott Suite 519/520	<ul style="list-style-type: none"> - Dining room table, comfortable seating, lounge style for approx. 30 people 	TDB

Budget Line	Time	Activity	Room	Set up / AV	Food & Beverage
	6:00 a.m. – 4:00 pm	Golf Outing Stonebridge Golf Club	<ul style="list-style-type: none"> - Off-Site - Bus pick up at Crowne Plaza, Queen Street Side Door 		Transfer = 39
	6:00 a.m. – 8:00 p.m.	Registration Crowne Plaza Hotel, Lower Lobby	Crowne Plaza Lower Lobby	<ul style="list-style-type: none"> - 2 registration counters with lighting and four chairs - Garbage cans - Telephone line - High speed internet - Extension cord and power bar - Access to power - 2 x 6' draped tables behind counters for registration materials - 1 x 6' draped table at side for computer equipment 	- Ice Water and glasses
	11:30 a.m. – 3:30 p.m.	Tour: High Tea and Tours at the National Gallery of Canada (Lunch Included)	<ul style="list-style-type: none"> - Off-Site - Bus pick up at Crowne Plaza, Queen Street Side Door 		Guarantee = 42
	9:00 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 <ul style="list-style-type: none"> - Lower Lobby Foyer - International Ballroom - Victoria Room 	<ul style="list-style-type: none"> - Freeman Decorating to install and Coordinate booth set-up as per diagram - Tall Cabana tables spread though out aisles in exhibit halls / space -Crowne Plaza to supply electrical outlets at each booth	Ice water stations

Budget Line	Time	Activity	Room	Set up / AV	Food & Beverage
	10:45 a.m. – 4:30 p.m.	Tour: Carleton University and University of Ottawa (Box Lunch Included)	- Off-Site - Bus pick up at Crowne Plaza, Queen Street Side Door	#s TDB	46 Assorted Box Lunches @ \$16.00+++ per person (various sandwiches, drink, dessert square, vegetarian option provided)
10	5:00 p.m. – 6:00 p.m.	First Time Attendee Reception Crowne Plaza Hotel, Penthouse level	Penthouse Panorama Room Crowne Plaza	- Anticipated Number: 80 people - podium with Mic in Panorama Room (house sound system) - Tall Cabana tables with candles spread though out space AV (MedioCo) - One easel - podium with Mic in Panorama Room (house sound system) - digital projector & screen	- Host Bar - To be Passed by Servers: o 4 dozen - Bacon Wrapped Scallops o 4 dozen - Assorted Dim Sum o 4 dozen Mushroom Tarts o 4 dozen Mini Beef Wellingtons = 16 dozen @ \$26.95+++

Budget Line	Time	Activity	Room	Set up / AV	Food & Beverage
11	6:00 p.m. – 8:00 p.m.	Exhibition Hall Grand Opening Reception Crowne Plaza Hotel, Lower Lobby	Crowne Plaza - Lower Lobby Foyer - International Ballroom - Victoria Room	- Anticipated Number: 500 people - podium with Mic in International Ballroom Room (house sound system – must broadcast as well to Victoria Room and in Hallways) - Tall Cabana tables with candles spread though out aisles in exhibit halls / space - Three easels	- 3 Cash Full Bars (each delegate will receive 2 drink tickets, cash bar otherwise) one in Lower Lobby Foyer, Two in International Ballroom by food stations - 1,000 drink tickets @ approx. \$7.00 all inc. - 4 Food Stations as follows: <ul style="list-style-type: none"> o Victoria Room – 1 Station: Customized Maple Syrup Dessert Station with shaved ice and syrup on sticks and a variety of other desserts based on maple syrup <ul style="list-style-type: none"> ▪ Maple taffy on snow (includes chef's labour) – 250 @ 7.95+++ per person ▪ Maple Themed Dessert table – 250 @ \$10.00+++ per person o International Ball Room – 3 Stations each having <ul style="list-style-type: none"> ▪ Hip of Beef with Garnishes and Assorted Breads (serves 150 people) @ \$850.00+++ ▪ Platter of Canadian and Imported Cheese served with Fresh Fruit and Crackers (3 ounces per person) 50 @ \$8.25+++ per person ▪ Crisp Vegetables with Spinach Dip - 50 @ \$3.75+++ per person ▪ Sliced Fresh Fruit with Papaya and Coconut Yogurt Dip - 50 @ \$6.95+++ per person o Chef's labour for food stations: 3 chefs x 2 hours @ \$25.00+++

Monday, October 1, 2007

Budget Line	Time	Activity	Room	Set up / AV	Food & Beverage
	6:30 a.m. – 6:00 p.m.	Registration	Ottawa Marriott Hotel Victoria Ballroom Coat Check	<ul style="list-style-type: none"> - Two 18" x 4' tables in back for supplies - Two garbage cans - Power extension cord with power bar - High speed internet access - Telephone line (local/1-800 only) - One easel 	Ice water and glasses
	6:30 am – 24 hour hold	Conference Office & Storage	Marriott Albion Salon	<ul style="list-style-type: none"> - Boardroom style for 15 - Two six foot tables for computer equipment - Telephone line & internet access - two desktop computer and laser printer - One easel 	Ice Water and Glasses
	6:30 am – 24 hour hold	Committee Room	Marriott Suite 522	<ul style="list-style-type: none"> - Boardroom style for 15 for kit stuffing, etc. - 	Ice Water and glasses
	24 hour hold	President's Hospitality Suite	Marriott 519/520	<ul style="list-style-type: none"> - Dining room table, comfortable seating, lounge style for approx. 30 people 	TDB

Budget Line	Time	Activity	Room	Set up / AV	Food & Beverage
	6:30 am – 24 hour hold	Speaker Ready Room	Marriott Marriott Training Room, Lower Lobby at Stair To Mall	<ul style="list-style-type: none"> - Two computers (windows XP, Microsoft Office Suite) - two printers - digital projector and screen - 7 laptops for plenary and educational sessions - Full time Technician to aide speakers and load presentations onto laptops 	Ice Water and Glasses
12	6:45 a.m. – 7:45 a.m.	Breakfast Ottawa Marriott Hotel, Victoria Ballroom	Victoria Ballroom Foyer Delegates to eat in Victoria Ballroom – please ensure there is steady cleaning so it is not messy when plenary starts	Min. 3 double sided Buffet Stations	Canadian Breakfast Buffet – 500 @ \$18.00+++ (Freshly Squeezed Orange Juice; Scrambled Eggs with Balderson Cheddar Cheese; Smoked Bacon and Farmers Sausage; Home Fried Potatoes; Assorted Bakers Basket, Sweet Butter and Fruit Preserves; Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Teas)
	7:00 am – 10:30 am	David Suzuki Book Sales / Signing	Ballroom Foyer, far end outside of Victoria Ballroom South near Alta Vista Room	<ul style="list-style-type: none"> - two 6' draped tables in L shape with access to electricity - three chairs - waste paper basket 	Ice Water and Glasses

Budget Line	Time	Activity	Room	Set up / AV	Food & Beverage
	7:45 a.m. – 9:15 a.m.	Plenary Session with Keynote Speaker (Dr. David Suzuki)	Victoria Ballroom	<ul style="list-style-type: none"> - Rounds of 8 for 500 set on floor and up on balcony - 16' x 18' riser centre front with podium, head table for 5 people - 6' draped Technician table at back - 2 coat checks at back of room <p>Audiovisual:</p> <ul style="list-style-type: none"> - two screens (on either side of riser), 2 digital projectors (same slide to show on the two screens) - laptop for presentations - podium mic, wireless lav mic, 3 table mics, 6 floor mics, sound system - Laser Pointer - lighting on front rider / podium - Black Pipe and drape entire front of room, behind platform and framing two screens - Banner to be hung - technician to monitor room and handle speaker presentations 	
	8:30 a.m. – 4:00 p.m.	Tour: Wakefield Steam Train Trip, Historic Wakefield Mill Inn and Tour of Gatineau Park (Lunch Included)	OFF-SITE Bus pick up at Crowne Plaza, Queen Street Side Door	N/A	Guarantee = 47

Budget Line	Time	Activity	Room	Set up / AV	Food & Beverage
	9:00 a.m. – 5:00 p.m.	Exhibit Hall Open / Networking Crowne Plaza Hotel, Lower Lobby	See previous	See previous	See previous
13	9:15 a.m. – 10:30 a.m.	Refreshment Break in Exhibit Hall Crowne Plaza Hotel, Lower Lobby	See previous	<ul style="list-style-type: none"> - Anticipated Number: 450 people - podium with Mic in International Ballroom Room (house sound system – must broadcast as well to Victoria Room and in Hallways) - Tall Cabana tables with candles spread though out aisles in exhibit halls / space - Three easels 	Split between 4 stations (one in Victoria Room, balance in International Ballroom: The Casual – 440 @ \$7.25+++ per person (Orange Juice, Sliced Fresh Fruit, Assorted Squares, Coffee, Tea)
	10:30 a.m. – 11:30 a.m.	<i>Project Clean “Green”</i>	Cartier I	<ul style="list-style-type: none"> - Theatre style with center and outside aisles (max out room) - podium, head table for 4 people - 6’ draped Technician table at back Audiovisual: <ul style="list-style-type: none"> - screen, 1 digital projector - laptop for presentation (see speaker ready room) - podium mic, wireless lav mic, 2 table mics, 2 floor mics, sound system - Laser Pointer - technician to monitor room and handle speaker presentations 	Ice Water and Glasses

Budget Line	Time	Activity	Room	Set up / AV	Food & Beverage
		Stewardship of Building Envelopes – Part I	Cartier II	Rounds of 4 for 40 people	Ice Water and Glasses
		The Art and Science of Capital Planning	Cartier III	See Cartier I above	Ice Water and Glasses
		Raising the Bar at Big Green	Laurier	See Cartier I above	Ice Water and Glasses
		Space Mining – A space management approach to sustainable success	Albert	See Cartier I above	Ice Water and Glasses
14	11:30 a.m. – 1:30 p.m.	Networking Lunch in Exhibit Hall Crowne Plaza Hotel, Lower Lobby	See previous	See Previous	Split between 4 stations (one in Victoria Room, balance in International Ballroom): - GG Express – 465 @ \$20.95+++ per person (Soup of the Day; Crisp Vegetables with Spinach Dip; Chef's Choice of Two Salads; Oriental Vegetable Wrap, Chicken Caesar Wrap and Beef Wrap (2 pieces per person); Fresh Fruit Salad; Dessert Table; Coffee and Tea) - 440 assorted soft drinks @ \$2.95+++ (charged on consumption)

Budget Line	Time	Activity	Room	Set up / AV	Food & Beverage
	1:30 p.m. – 2:30 p.m.	<i>The Fifth Dimension – Adding Value with Building Information Modeling (BIM)</i>	Cartier I	<ul style="list-style-type: none"> - Theatre style with center and outside aisles (max out room) - podium, head table for 4 people - 6' draped Technician table at back Audiovisual: <ul style="list-style-type: none"> - screen, 1 digital projector - laptop for presentation (see speaker ready room) - podium mic, wireless lav mic, 2 table mics, 2 floor mics, sound system - Laser Pointer - technician to monitor room and handle speaker presentations 	Ice Water and Glasses
		<i>Stewardship of Building Envelopes – Part II</i>	Rounds of 4 for 40 people	See Cartier I above	Ice Water and Glasses
		<i>Life Cycle Toolkit for Buying Energy Intensive Equipment</i>	Cartier III	See Cartier I above	Ice Water and Glasses
		<i>When “Green” Alternatives Make Sense: A Practical Approach to Sustainable Options in Existing Facilities</i>	Laurier	See Cartier I above	Ice Water and Glasses
		<i>PDA’s – Getting the most from your Work Order System</i>	Albert	See Cartier I above	Ice Water and Glasses

Budget Line	Time	Activity	Room	Set up / AV	Food & Beverage
15	2:30 p.m. – 3:30 p.m.	Refreshment Break in Exhibit Hall Crowne Plaza Hotel, Lower Lobby	See Previous	See Previous	At each of 4 stations (one in Victoria Room, balance in International Ballroom): - 100 assorted soft drinks @ \$2.95+++ (charged on consumption) - 50 coffee & Tea @ \$2.95+++ - 10 dozen Assorted Cookies @ \$22.95+++ per dozen
	3:30 pm – 4:30 pm	Chuck: Meeting Anne Deslaurier re contract proposal	Albion Room	-	
	3:30 p.m. – 4:30 p.m.	<i>How SUNY Fredonia Became Plug-Load Energy \$mart</i>	Cartier I	- Theatre style with center and outside aisles (max out room) - podium, head table for 4 people - 6' draped Technician table at back Audiovisual: - screen, 1 digital projector - laptop for presentation (see speaker ready room) - podium mic, wireless lav mic, 2 table mics, 2 floor mics, sound system - Laser Pointer - technician to monitor room and handle speaker presentations	Ice Water and Glasses

Budget Line	Time	Activity	Room	Set up / AV	Food & Beverage
		Stewardship of Building Envelopes – Part III	Cartier II	Rounds of 4 for 40 people	Ice Water and Glasses
		The Business Case of Sustainability	Cartier III	See Cartier I above	Ice Water and Glasses
		Waste to Energy: Landfill Gas	Laurier	See Cartier I above	Ice Water and Glasses
		Balanced Scorecard Approach to Facilities Management	Albert	See Cartier I above	Ice Water and Glasses
	4:30 p.m. – 5:30 p.m.	ERAPPA Open Forum	Cartier I	TBD	TBD
		Chapter Meetings (Optional)	Cartier II		
		Chapter Meetings (Optional)	Cartier III		
		OAPPA Meeting	Laurier		
		Chapter Meetings (Optional)	Albert		
16	7:00 p.m. – 11:00 p.m.	Top of the Capital Party Networking Reception/Dinner Ottawa Marriott Hotel, Merlot Revolving Restaurant	Merlot, Sussex & Mackenzie Salons	Guarantee = 271	Unique Food Station Menu to be designed by the chef based on \$85.00+++ per person, plus money for décor and entertainment – to include: <ul style="list-style-type: none"> - three to four specialty food stations in Merlot - three specialty drink stations (e.g., Canadian wines) in Merlot - Full bar in merlot - Dessert / Coffee in Sussex (1960's coffee house theme) - Retro Lounge in McKenzie Salon with décor, DJ and dancing

Tuesday, October 2, 2007

Budget Line	Time	Activity	Room	Set up / AV	Food & Beverage
	6:30 a.m. – 6:00 p.m.	Registration	Ottawa Marriott Hotel Victoria Ballroom Coat Check	<ul style="list-style-type: none"> - Two 18" x 4' tables in back for supplies - Two garbage cans - Power extension cord with power bar - High speed internet access - Telephone line (local/1-800 only) - One easel 	Ice water and glasses
	24 hour hold	President's Hospitality Suite	Marriott 519/520	<ul style="list-style-type: none"> - Diningroom table, comfortable seating, lounge style for approx. 30 people 	TDB
	6:30 am – 24 hour hold	Conference Office & Storage	Marriott Albion Salon	<ul style="list-style-type: none"> - Boardroom style for 15 - Two six foot tables for computer equipment - Telephone line & internet access - two desktop computer and laser printer - One easel 	Ice Water and Glasses
	6:30 am – 24 hour hold	Committee Room	Marriott Suite 522	<ul style="list-style-type: none"> - Boardroom style for 15 for kit stuffing, etc. - 	Ice Water and glasses

	6:30 am – 24 hour hold	Speaker Ready Room	Marriott Marriott Training Room, Lower Lobby at Stair To Mall	<ul style="list-style-type: none"> - Two computers (windows XP, Microsoft Office Suite) - two printers - digital projector and screen - 7 laptops for plenary and educational sessions - Full time Technician to aide speakers and load presentations onto laptops 	Ice Water and Glasses
17	6:45 a.m. – 8:00 a.m.	Breakfast In the Exhibit Hall Crowne Plaza Hotel, Lower Lobby	See Previous	See previous	<p>Split between 4 stations (one in Victoria Room, balance in International Ballroom:</p> <p>Rise & Shine Ottawa – 500 @ \$15.75+++ Per person (Chilled Orange and Grapefruit Juice; Fresh Fruit Salad; Baker's Basket of Croissants, Scones and Muffins; Cereal and Cold Milk, Scrambled Eggs with Sausage and Crisp Bacon; Country Style Potatoes; Butter and Preserves; Coffee and Tea)</p>
	8:00 a.m. – 9:15 a.m.	Plenary Session with Keynote Speaker	Marriott Victoria Ballroom	- See Previous	Ice water and glasses Stations
	9:00 a.m. – 3:00 p.m.	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	OFF-SITE Bus pick up at Crowne Plaza, Queen Street Side Door	Guarantee = 46	

	9:15 a.m. – 10:15 a.m.	<i>Responsible Use of Refrigerants in HVAC</i>	Cartier I	<ul style="list-style-type: none"> - Theatre style with center and outside aisles (max out room) - podium, head table for 4 people - 6' draped Technician table at back <p>Audiovisual:</p> <ul style="list-style-type: none"> - screen, 1 digital projector - laptop for presentation (see speaker ready room) - podium mic, wireless lav mic, 2 table mics, 2 floor mics, sound system - Laser Pointer - technician to monitor room and handle speaker presentations 	Ice Water and Glasses
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		<p style="text-align: center;">Searching for Excellence Using APPA's Facilities Performance Indicators – Part I</p>	Cartier II	<ul style="list-style-type: none"> - ½ rounds of 4 for 40 people with center and outside aisles (max out room) - podium, head table for 4 people - 6' draped Technician table at back - High speed internet access <p>Audiovisual:</p> <ul style="list-style-type: none"> - screen, 1 digital projector - laptop for presentation (see speaker ready room) - podium mic, wireless lav mic, 2 table mics, 2 floor mics, sound system - Laser Pointer - technician to monitor room and handle speaker presentations <p>Extra Equipment (D.E. Systems):</p> <ul style="list-style-type: none"> - 10 laptop computers with full XP system, networked to internet. 	Ice Water and Glasses
		<p style="text-align: center;">Making Sustainability a Key Driver for Campus Utility Master Planning at the University of New Brunswick</p>	Cartier III	See Cartier I above	Ice Water and Glasses
		<p style="text-align: center;">Commissioning Bridges the Gap between Design and Operations</p>	Laurier	See Cartier I above	Ice Water and Glasses

		<i>Right-Sourcing – A Contrarian’s Approach to Support Service Management</i>	Albert	See Cartier I above	Ice Water and Glasses
18	10:15 a.m. – 11:00 a.m.	Refreshment Break in Exhibit Hall Crowne Plaza Hotel, Lower Lobby	See previous	See previous	At Each of 4 stations (one in Victoria Room, balance in International Ballroom): - 100 coffee & Tea @ \$2.95+++ - 50 Assorted Bottled Juices @ \$2.95+++ - 10 Loaves Assorted Fruit Breads (12 slices per loaf, (Banana Nut, Apple & Spice, Vanilla, Carrot, Cranberry & Nuts, or Zucchini) @ \$18.00 +++ per loaf
	10:30 a.m. – 4:00 p.m.	Exhibit Hall Tear Down / Move Out	Crowne Plaza	Freeman to coordinate	
	11:00 a.m. – 12:00 a.m.	<i>Dickinson College’s “Green Devil” Campaign</i>	Cartier I	- Theatre style with center and outside aisles (max out room) - podium, head table for 4 people - 6’ draped Technician table at back Audiovisual: - screen, 1 digital projector - laptop for presentation (see speaker ready room) - podium mic, wireless lav mic, 2 table mics, 2 floor mics, sound system - Laser Pointer - technician to monitor room and handle speaker presentations	Ice Water and Glasses

		Searching for Excellence Using APPA's Facilities Performance Indicators – Part II	Cartier II	See Cartier II above	Ice Water and Glasses
		Reacting to the past or planning for the future?	Cartier III	See Cartier I above	Ice Water and Glasses
		Geothermal – An Efficient Approach to Heating and Cooling Your Buildings	Laurier	See Cartier I above	Ice Water and Glasses
		Playing Defence: How to Keep Your Best Employees	Albert	See Cartier I above	Ice Water and Glasses
19	12:00 p.m. – 1:45 p.m.	Lunch & Annual Business Meeting Ottawa Marriott Hotel, Victoria Ballroom	Ottawa Marriott Victoria Ballroom	<ul style="list-style-type: none"> - Rounds of 8 for 350 16' x 18' riser centre front with podium, head table for 5 people - 6' draped Technician table at back <p>Audiovisual:</p> <ul style="list-style-type: none"> - two screens (on either side of riser), 2 digital projectors (same slide to show on the two screens) - laptop for presentations - podium mic, wireless lav mic, 3 table mics, 6 floor mics, sound system - Laser Pointer - lighting on front rider / podium - technician to monitor room and handle speaker presentations 	<ul style="list-style-type: none"> - ice water and glasses on tables - Hand picked field greens, baked vegetables, shavings lemon emulsion - Baked Filet of Red Snapper with a Clam and Onion Fricassee and Garlic Aioli - Toasted Apple Blossom, Vanilla Sauce (<p>table service to continue while AGM is ongoing)</p> <p>Total Meal Cost: 350 @ \$28.00+++ per person</p>

1:45 p.m. – 2:45 p.m.	<i>Sustained Leadership in Difficult Times</i>	Cartier I	<ul style="list-style-type: none"> - Theatre style with center and outside aisles (max out room) - podium, head table for 4 people - 6' draped Technician table at back <p>Audiovisual:</p> <ul style="list-style-type: none"> - screen, 1 digital projector - laptop for presentation (see speaker ready room) - podium mic, wireless lav mic, 2 table mics, 2 floor mics, sound system - Laser Pointer - technician to monitor room and handle speaker presentations 	Ice Water and Glasses
	<i>Searching for Excellence Using APPA's Facilities Performance Indicators – Part III</i>	Cartier II	See Cartier II above	Ice Water and Glasses
	<i>An Integrated Design Process: Lessons Learned from the Massachusetts Institute of Technology (MIT)</i>	Cartier III	See Cartier I above	Ice Water and Glasses
	<i>Comfort and Energy Efficiency: don't sacrifice one for the other</i>	Laurier	See Cartier I above	Ice Water and Glasses
	<i>Sustainable Opportunities in Central Chilled Water Systems</i>	Albert	See Cartier I above	Ice Water and Glasses

20	2:45 p.m. – 3:15 p.m.	Refreshment Break Ottawa Marriott Hotel	Lower Lobby Foyer	Please set 4 double sided stations throughout lower lobby area	7th Inning Stretch – 250 @ \$7.00+++ (Assorted Soft Drinks, Sparkling Flavoured Beverages, Assorted Individual Lay's and Kettle Fried Chips)
	3:15 p.m. – 4:15 p.m.	<i>So you think you want to go “green”? Lessons in making “green” decisions for capital improvements</i>	Cartier I	<ul style="list-style-type: none"> - Theatre style with center and outside aisles (max out room) - podium, head table for 4 people - 6' draped Technician table at back Audiovisual: <ul style="list-style-type: none"> - screen, 1 digital projector - laptop for presentation (see speaker ready room) - podium mic, wireless lav mic, 2 table mics, 2 floor mics, sound system - Laser Pointer - technician to monitor room and handle speaker presentations 	Ice Water and Glasses
		<i>Searching for Excellence Using APPA's Facilities Performance Indicators – Part IV</i>	Cartier II	See Cartier II above	Ice Water and Glasses
		<i>Benchmarking Your Facility Condition Needs</i>	Cartier III	See Cartier I above	Ice Water and Glasses
		<i>Adaptive Re-Use at its Best: Ursinus College Case Study</i>	Laurier	See Cartier I above	Ice Water and Glasses
		<i>Campus Facilities, Physical Environments & Students</i>	Albert	See Cartier I above	Ice Water and Glasses

	4:00 p.m. – 5:00 p.m.	Education Committee Meeting (ERAPPA / Host Committee)	Marriott Suite 522	See Previous	Ice Water and glasses
	5:45 p.m.	Bus Departures to Canadian Museum of Civilization Commences	Buses to Depart From Side Door of Crowne Plaza (Lower Lobby, Queen Street Exit) and Outside the Marriott Hotel on the North Side of Queen Street	N/A	N/A
21	6:00 pm – 7:30 p.m.	Awards Reception The Canada Hall Exhibit, Canadian Museum of Civilization	The Canada Hall	Wandering Reception - 2 full bars at entrance and half way through (village open area) - Tall Cabana Tables with candles Guarantee: Dinner: 335 Canapes: 134 doz Wine: 100 bottles	- Full Cash Bar Service – note that delegates will receive 2 tickets each for redemption at bar, after which it is a cash bar - 800 @ approx. \$7.25 - 80 Dozen Hot and cold Canapés @ \$23.00+++ per dozen – to be passed by servers throughout Canada Hall (Rolled Salami Stuffed with Olive and Provolone, Cognac Pâté in Golden Puff Pastry, Chilled Vietnamese Spring Roll, Vegetarian Tortilla Wrap with Sweet Chili Cream Cheese, Jalapeno Stuffed with Cheddar Cheese, Antipasto in Golden Puff Pastry, Miniature Broccoli and Wild Mushroom Quiche, Warm Brie and Cranberry wrapped in Golden Phyllo)
22	Awards 7:30 p.m. – 8:00 pm Dinner & Dance 8:00 pm - 1:00 a.m.	Awards Presentations Banquet & Dance The Grand Hall, Canadian Museum of Civilization	The Grand Hall	- Rounds of 10 for 400 people - Podium with mic on stage - Small table on stage beside podium for awards - Space on stage for band - Spot lights on stage - Dance floor - Flags on stage (client to supply) - Candles on all tables - Flower arrangements to be ordered from a separate supplier - Green room for Band required	- Two Cash Bars at either end of Hall for when table wine runs out - 3 Bottles of wine on each table (Jackson-Triggs Proprietors Selection Cabernet or Chardonnay) - alternate 2 white/one red on half the tables, two red/one white on other tables – 120 @ \$39.00+++ per bottle - Grand Stairway 4 Course Dinner – 400 @ \$52.00+++ per person (Roasted Vegetable and Tomato Bisque Served with crème fraiche; Baby Greens with strawberries, cherry tomatoes & cucumber topped with a light balsamic vinaigrette; Grilled Filet of Beef topped with red wine sauce and caramelized onion served with roasted garlic mashed potatoes & seasonal vegetables White and Milk Chocolate Mousse; Freshly Brewed Ritazza 100% Columbian or 100% Columbian Decaffeinated Coffee Selection of Teas)

Wednesday, October 3, 2007

Budget Line	Time	Activity	Room	Set up / AV	Food & Beverage
	24 hour hold	President's Hospitality Suite	Marriott Suite 519/520	- Diningroom table, comfortable seating, lounge style for approx. 30 people	TDB
	6:30 am – 5:00 pm	Conference Office & Storage	Marriott Albion Salon	- Boardroom style for 15 - Two six foot tables for computer equipment - Telephone line & internet access - two desktop computer and laser printer - One easel	Ice Water and Glasses
23	7:00 a.m. – 11:00 a.m.	Breakfast – Delegates & Spouses / Guests Crowne Plaza Hotel	Crowne Plaza Victoria Room	- Buffet Style - Rounds of 8 for 50 PEOPLE WILL STRAGGLE IN – STAGGER FOOD PLEASE	Rise & Shine Ottawa – 275 @ \$15.75+++ Per person (Chilled Orange and Grapefruit Juice; Fresh Fruit Salad; Baker's Basket of Croissants, Scones and Muffins; Cereal and Cold Milk, Scrambled Eggs with Sausage and Crisp Bacon; Country Style Potatoes; Butter and Preserves; Coffee and Tea)
	8:00 am – 9:00 am	Education Committee Meeting	Marriott Albert Room	- Boardroom set up for 30 - One double-sided Buffet station at back of room - No AV	Canadian Breakfast – 20 @ \$18.00+++ per person (Freshly Squeezed Orange Juice; Scrambled Eggs with Balderson Cheddar Cheese; Smoked Bacon and Farmers Sausage; Home Fried Potatoes; Assorted Bakers Basket, Sweet Butter and Fruit Preserves; Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Teas)
24	8:30 a.m. – 11:00 a.m.	Host Committees 2007 / 2008 / 2009 Breakfast and "Lessons Learned" Meeting Crowne Plaza Hotel	Marriott Hotel Cartier I	- Boardroom set up for 20 - One double-sided Buffet station at back of room No AV	Canadian Breakfast – 30 @ \$18.00+++ per person (Freshly Squeezed Orange Juice; Scrambled Eggs with Balderson Cheddar Cheese; Smoked Bacon and Farmers Sausage; Home Fried Potatoes; Assorted Bakers Basket, Sweet Butter and Fruit Preserves; Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Teas)
	11:00 a.m. – 2:00 p.m.	ERAPPA Board of Directors: Newly Elected Ottawa Marriott Hotel	Sussex Room	Boardroom Style for 10 people	Ice water and glasses

Budget Line	Time	Activity	Room	Set up / AV	Food & Beverage
25	12:00 noon – 1:00 pm	ERAPPA BOD Lunch	Sussex Room	See previous	- Pasta Station Luncheon – 10 @ \$28+++ per person; seasonal soup, crudités & dip, cheese & crackers, three salads, 2 pasta dishes (one vegetarian please), 2 desserts, Freshly Brewed Coffee, Decaffeinated Coffee and Tea, bottled water and soft drinks

Notes:

1. All meals are to have ice water and glasses available.
2. Delegates will have tickets to show servers regarding food allergies and special dietary restrictions – a list will be given to the hotels in advance.
3. The theme of the meeting is sustainability therefore we would like as much effort put into greening the meeting as possible including:
 - a. Reusable dishes and cutlery – no disposable items (including stir sticks)
 - b. Recycle bins at registration and in public areas
 - c. Linens in the bathrooms as an option vs just paper
 - d. More requests will come later
4. **Bill to ERAPPA – separate account paid by parent organization**