

From: "Alan Upshall" <aups@...>
To: "Ellis Jones" <ellis@...>
Subject: RE: Room Assignments
Date: Sat, 26 Jul 2003 19:00:00
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X-Mailer: Microsoft Outlook IMO, Build 9.0.2416 (9.0.2910.0)
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That's what we think too Ellis. The hotel people will have your AGM set up sheet that you sent so it should simply be a matter of checking to see that it will. Be done. We have already got the microphones sorted out for the AGM. I suspect hath 100 for the AWO is still a bit high but we should be able to accommodate nicely, even if we have to go over to the Hilton.

Agree to for the AGM, with the lower than expected numbers Minoru D should be perfectly acceptable. The ante room will be the access but your requirements will be inside. We just kept the room listed to make sure it is not used for anything else. It actually will be a good place to store a few things. I'll tell the hotel you will meet with them

There is a Question on the BOT meeting. The Fraser room holds 30 people block table style. It holds more classroom style. Would that be an acceptable set up? I remember when I made my presentation for Bellevue the BOT was classroom. I just want to make sure we have our options available. I do have problems with classroom style with people at the back not hearing what people at the front say. We have you instructions for that lay out also which will be passed on to the hotel. We plan on having our room configuration meeting with the hotel within the next two weeks.

Cheers
alan

-----Original Message-----

From: Ellis Jones [mailto:ellis@...]
Sent: Saturday, July 26, 2003 11:46 AM
To: Alan Upshall
Cc: lowens-whalen@...; bparry4b@...
Subject: Room Assignments

Alan:

Thanks for the reply clarifying the location of rooms for the Friday BOT, Saturday AGM, and Sunday Organizational BOT meetings. I have corrected the agenda for the one which was not correct.

Thanks also for the updated organizational plan. Please note the following:

Page 14--3.4.26 Summit Meeting. The Estimated Attendance should be slashed to 100 from 230. We only had about 35 people last year and the list of delegates are not coming in to justify a room to hold over 200. That size a summit meeting is 10 years down the road. This should help in your assignment of room--It can be in a smaller room.

Page 16--3.5.6 Annual General Meeting. The estimated attendance should be cut from 410 to 150 or less. I again question using the ante room for the credentials committee when those running it (members of the Board of Trustees) should be inside the room to hear the discussions and the business which takes place. People need to be at the credentials table during the entire meeting. I am planning to personally meet with the hotel people on the arrangement of that room probably on Wednesday, August 27. This is a usual procedure and I have found it works very well for me to meet with them face to face to explain what we need. I will work it out with them directly.

page 21--3.6.1 BOT meeting. The Estimated Attendance should be 30 rather than 20 because it usually includes retiring members of the Board if they so wish. It will be better to have more than enough places than too few because the success of this first meeting of the new Board directly relates to their comfort in the meeting. I will work with the hotel on the arrangements for that room also.

Ellis J.

From: "Alan Upshall" <aups@...>
To: "Ellis Jones" <ellis@...>
Cc: "Lynn Owens-Whalen" <l...>
"Brian Parry" <bpa...>
Subject:
Date: Fri, 25 Jul 2003 13:41:01 -0700
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X-MimeOLE: Produced By Microsoft MimeOLE V6.00.2600.0000
X-OriginalArrivalTime: 25 Jul 2003 20:46:21.0562 (UTC) FILETIME=[CE22CDA0:01C352ED]
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Hi Ellis,
Your email indicates that you are looking at a dated plan. I'll send a more updated one when I receive it from Brian.

However, I am talking with Brian on your points. We have had some meetings with the hotel this last week and because of the numbers already signed up, which has allowed us to make some projections, and also costs involved with renting A/V equipment we are currently reviewing the room allocation (this is why I am always reluctant to pre-indicate rooms too early, we had exactly the same issues in Bellevue). This is especially important when the hotel has seminar rooms of limited size and when we want to maximize our income. (For example, Dylan Thomas has done much better than expected while the Tourist board and Saints not quite as good and it is not as simple as just interchanging rooms.)

The Sunday morning BOT will be in the Richmond Inn, Fraser room, that is fixed, as is the AGM, Richmond Inn Minoru D and the Friday BOT, Richmond Inn Fraser room.

The location of the AWO meeting maybe changed from the plan you are looking at. By rearranging some rooms we can save over \$500 in A/V costs, and with the number of current registrants lower than expected that is a big sum of money. Also we have to accommodate the ability of the hotel to move things around to satisfy our needs.

Have you yet sent out the details to the AWO delegates? Do you have an idea of how many are coming? Because of the organization of rooms, we may want to wait to finally allocate until later and we can include room location information in our program booklet and give it directly to AWO delegates when they arrive so that there is no worry about our possible need to change rooms. The time is fixed which is most important from a registration selection perspective. We want if at all possible to keep it in the Richmond Inn but it may be that we have to take that one over to the Hilton, because of the unknown of numbers, planning for a max of about 200 does put some constraints on, especially when the hotel needs to begin to set up the rooms for the banquet.

If you can help with numbers that would be great. I'll be back in a couple of days.

Regards
alan

Attachment Converted: "c:\mydata\eutora\attach\plan (Revision11) 23 junel.doc"

*Summit meeting
- plan for 75-100
not 200*