

45TH ANNUAL REGIONAL CONVENTION APRIL 2 – 4, 2020



SITE SEARCH EFFORTS

- Site Search Task Force

JD Crowe, Cathy Stovold, Shelley Snoulten, Barb Jacobs, Diane Seaward,
Colleen O'Dwyer

- Used International criteria that must be adhered to, including
 - stage size, hotel proximity, airport proximity, various technical requirements
- Considered total geographical area of the region
- Plus cost to the region and members

WELCOME TO ST. CATHARINES, ON

- VIDEO

ST CATHARINES ATTRACTIONS

- Shopping outlets
- MANY restaurants within walking distance of contest venue
- Wine tours
- Niagara on the Lake
- Niagara Falls

- MAP OF ST CATHARINES

FIRST ONTARIO PERFORMING ARTS CENTRE (PAC)



PARTRIDGE THEATRE

REGION 16 HOTELS FOR 2020



- Hampton Inn
 - 89 Meadowvale Dr, St. Catharines



- Best Western Inn & Conference Centre
 - 2 North Service Rd, St Catharines



- Four Points Sheraton
 - 3530 Schmon Pkwy, Thorold

IMPORTANT HOTEL FACTS

- Rate at all hotels:
 - \$169.00/night plus HST& facilities fee
 - *Rate is based on single/double occupancy. There is a \$20 charge for each additional guest. There is a maximum of 4 guests per room.
- All hotels are of equal distance from the convention venue
- Free internet at all hotels
- Hot breakfast included at all hotels
- Free parking at all hotels

HOTEL COST COMPARISON

Syracuse/St Catharines Hotel Costs Comparison

Syracuse Hotels (used today's conversion rate of \$1.32 to calculate CAD room rate)

Rate USD	Taxes	Single USD	Single CAD	Double USD	Double CAD	Triple USD	Triple CAD	Quad USD	Quad CAD
139.00	Nil - tax exempt	139.00	182.97	69.50	91.49	46.33	60.99	34.75	45.74

St. Catharines Hotels

Rate CAD	Taxes	Single USD	Single CAD	Double USD	Double CAD	Triple USD	Triple CAD	Quad USD	Quad CAD
169.00	13% HST and 5% Facilities Tax	n/a	199.42	n/a	99.71	n/a	74.34	n/a	61.66

Difference in cost to our members:	16.45	8.22	13.35	15.92
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Breakdown by occupancy type:

Single Occupancy

169.00	Rate
21.97	HST
8.45	Facilities Fee
<u>199.42</u>	Total room rate
199.42	Total/person/night

Double Occupancy

169.00	Rate
21.97	HST
8.45	Facilities Fee
<u>199.42</u>	Total room rate
99.71	Total/person/night

Triple Occupancy

169.00	Rate
20.00	Extra person fee
<u>189.00</u>	Sub Total
24.57	HST
9.45	Facilities Fee
<u>223.02</u>	Total room rate
74.34	Total/person/night

Quad Occupancy


169.00	Rate
20.00	Extra person fee
20.00	Extra person fee
<u>209.00</u>	Sub Total
27.17	HST
10.45	Facilities Fee
<u>246.62</u>	Total room rate
61.66	Total/person/night

Prepared July 29, 2019

HOTEL RESERVATION PROCEDURE

HOTEL BOOKINGS

SLEEPING ROOMS must
be reserved through THE
CHORUS CCL using the
online master registration
& housing file
(ROOMING LIST TAB)



Please complete the basic information in this table for it to be carried through to all other tabs	
2020 Convention Basic Information	
Chorus Name:	
CCL Name:	
Alternate CCL Name & Num:	
Hotel (Drop down)	
CCL ph#	
CCL email:	
Estimated Arrival	

REGISTRATION OPENS NOVEMBER 30, 2019 AND CLOSES FEBRUARY 14, 2020

Instructions for completing the Convention Registration, Housing, Function Space and New Members

Please use this spreadsheet in Excel to preserve the formatting and formulas. The integrity of the form may be compromised if opened using other spreadsheet software. Much of the spreadsheet is locked to prevent formulas from being lost or altered. This automated form MUST be used. **HANDWRITTEN FORMS WILL NOT BE ACCEPTED.**

Changes made to your original submission will be subject to a \$40 CAD fee.

Registration List

1. Please have the names in alphabetical order by last name prior to entering on the tab as the spreadsheet cannot be sorted.
2. Please ensure names are correctly spelled as all information will be taken from these forms.
3. Information can be manually entered under the Name, Membership #, and Notes columns.
4. Drop down boxes are embedded in the Member Type and Registration Type columns.
5. The Amount column will be automatically generated based on the registration type selected.
6. Dual members to be registered only with the chorus with whom they are rooming.

Screenshot of room type. For example, all of the single rooms should be entered first followed by all of the doubles, then

2. Information should only be entered into the white cells. The greyed cells should not contain any information.
3. Please see the sample (SAMP) at the top of the Rooming list tab for an illustration of how the form should be completed.

Rooming Summary

1. This tab is completed automatically based on the information entered in the rooming list.
2. The total room nights should enter the total that you have entered on the rooming list.

Rehearsals and Meals (Function Space)

1. Please indicate a time preference for a Friday rehearsal from the drop down list.
2. Please select the time preference for function space and meal preferences for Saturday from the drop down list.

Payment Summary

1. This tab is completed automatically based on the information entered on all other tabs.
2. There is a box on the bottom where any notes can be added.

This spreadsheet must be saved with your chorus name in the title and emailed to:

1. Cathy Stovold, Events Coordinator and Registration & Housing Manager at cathystovold@rogers.com
2. Colleen O'Dwyer, Finance Coordinator at colleen.od1@gmail.com

Payment Method:

1. Registration payments for non-member and members-at-large guests is in CDN.

Options:

If paying by E-transfer:
E-mail a copy of the spreadsheet to Colleen O'Dwyer to colleen.od1@gmail.com
E-transfer payment to Colleen O'Dwyer to colleen.od1@gmail.com (Security answer: Con2020)

If paying by cheque:
Mail a cheque made payable to **Lake Ontario Region 16 Sweet Adelines** to Colleen O'Dwyer, Finance Coordinator, 6 James Park Square, Scarborough, ON M1V 2E6

2. Regional Assessment payments for new members is in USD.

Options:

Paying by cheque:
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Information

Registration List

Rooming list

Rooming Summary

Rehearsals and Meals

New Members

Payment Summary

+

SLEEPING ROOMS

- Completed spreadsheet is submitted to the Registration and Housing Manager, Cathy Stovold, who will assign hotels based on number of rooms required by each chorus.
- Once the hotels have been assigned to you by Cathy, you will be advised, details will be provided to the hotel and the CCL will take over to sort out details directly with the hotel. ONLY the CCL may be in contact with the hotel.


SLEEPING ROOMS

- A credit card must be provided for each room reserved. Room charges will be divided amongst room occupants and each will pay their portion of the bill at check-out
- Members not staying in the block will be charged an assessment fee of \$100 per member
- All rooming requirements must be received no later than **February 14, 2020**. Rooms not reserved by this date will be released back to the hotel no later than February 28, 2020 for general sale and block rates will no longer be guaranteed

No \$\$ required at time of booking – Convention Team no longer collects on behalf of choruses and makes payments to hotels!!

REHEARSAL SPACE & CHORUS MEALS

REHEARSAL SPACE AND CHORUS
MEALS must be reserved through the
chorus CCL using the online master
registration & housing file
(Rehearsal and Meals tab)



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Alternate CCL Name & Num:	
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6. Dual members to be registered only with the chorus with whom they are rooming.

Screenshot

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Information

Registration List

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Rehearsals and Meals

New Members

Payment Summary

+

REHEARSAL SPACE & CHORUS MEALS

- *Function* space may be requested for additional rehearsal time, make-up check or private meals.
- Once the function space has been assigned to you by the Competition Coordinator, Shelley Snoulten, details will be provided to the CCL and the hotel and the CCL will take over to sort out details directly with the hotel.
- Space is limited and will be assigned on a first come first served basis. Every effort will be made to accommodate your request. Full payment for contracted services is payable directly to the hotel.

No \$\$ required at time of booking – Convention Team no longer collects on behalf of choruses and makes payments to hotels!!

REGISTRATION

(ALL EVENTS TICKET - AET)

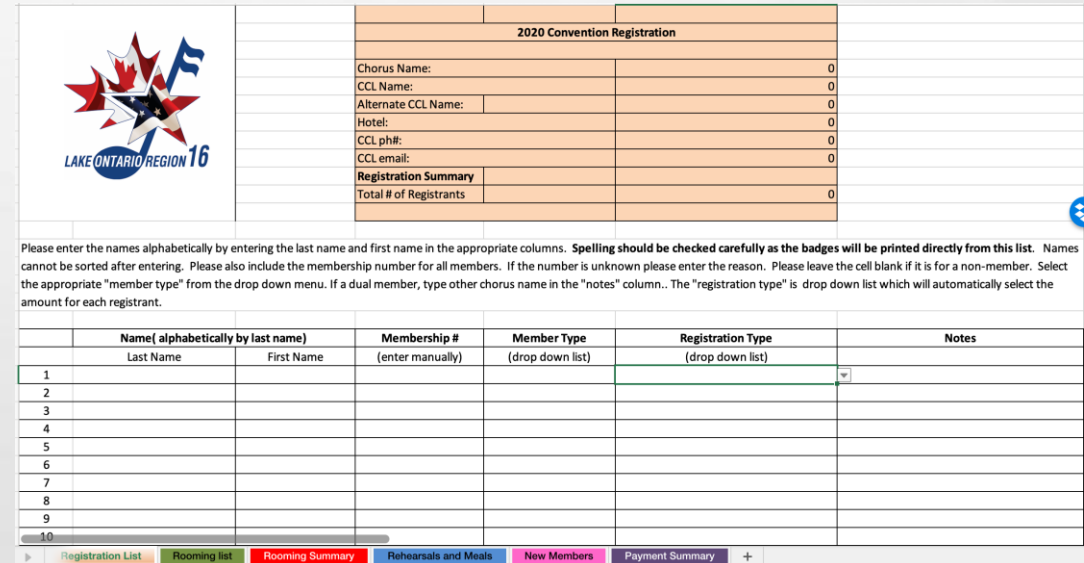
REGISTRATION PROCESS – NEW!!!

- Members' All Events Ticket (AET) now covered by Regional Assessment so no registration cost to attend Convention. To benefit from this privilege, members **must** have paid their Regional Assessment by the prescribed deadline.
- Members who have paid their Regional Assessment and unable to attend contest weekend will be provided with a complimentary webcast registration.

This applies to competing and non-competing chorus members as well as chapter-at-large competing and non-competing members.

REGISTRATION PROCESS

- **REGISTRATION OPENS NOVEMBER 30, 2019
AND CLOSES FEBRUARY 14, 2020.**
- The chorus CCL must complete the online master registration and housing file
(Registration List Tab)
- Choruses will register as a block and all seating will be **assigned** seating. Blocks will be assigned based on the order in which the chorus registrations were received.



The screenshot displays the online registration interface. On the left is the Lake Ontario Region 16 logo. The main area contains a form titled "2020 Convention Registration" with fields for Chorus Name, CCL Name, Alternate CCL Name, Hotel, CCL ph#, and CCL email, each with a corresponding "0" in a column. Below these is a "Registration Summary" table with "Total # of Registrants" set to "0".

Below the form is a detailed instruction paragraph: "Please enter the names alphabetically by entering the last name and first name in the appropriate columns. Spelling should be checked carefully as the badges will be printed directly from this list. Names cannot be sorted after entering. Please also include the membership number for all members. If the number is unknown please enter the reason. Please leave the cell blank if it is for a non-member. Select the appropriate 'member type' from the drop down menu. If a dual member, type other chorus name in the 'notes' column.. The 'registration type' is drop down list which will automatically select the amount for each registrant."

Below the instructions is a table for entering registrant information:

	Name(alphabetically by last name)		Membership #	Member Type	Registration Type	Notes
	Last Name	First Name	(enter manually)	(drop down list)	(drop down list)	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

At the bottom, a navigation bar includes tabs for "Registration List" (active), "Rooming list", "Rooming Summary", "Rehearsals and Meals", "New Members", and "Payment Summary", followed by a "+" icon.

REGISTRATION PROCESS

- Registration and Housing Manager, Cathy Stovold, assigns seating blocks and sends ALL AETs to the CCL in advance of convention weekend who then assigns them within her chorus (ie. sits competing quartets together, etc).
- A seating chart will be provided to assist in this task
- As ALL seats are assigned, there will be no VIP seating available during either contest.
- Reserved seats for competing quartets and Blue Ribbon Club on Quartet Contest day are no longer available

REGISTRATION PROCESS

NON-MEMBERS AND MEMBER-AT-LARGE

- Do not pay Regional Assessment therefore must purchase an AET
- If registering with a chorus, CCL to include information in online master registration & housing file and follow payment instructions included in the spreadsheet

Prices

- \$75.00 CAD if purchased during the registration period
 - \$80.00 CAD if purchased after February 14, 2020
- AETs and name badges will be delivered to the CCL in advance of the event.

REGISTRATION OPENS NOVEMBER 30, 2019 AND CLOSSES FEBRUARY 14, 2020.

REGISTRATION PROCESS

NON-MEMBERS AND MEMBER AT LARGE

- If registering individually, the online master registration & housing file must still be completed and submitted with payment following instructions included in the spreadsheet
- If purchased individually, tickets will be available for pick-up one (1) hour prior to the start of contest at the PAC Box Office

THEATRE – BEAUTIFUL NEW VENUE!

- First two rows will be blocked off for judging panel
- No backstage access from theatre
- Some changes in backstage pattern
 - Quartets will have photos at the theatre in first holding room
 - Quartets will enter stage right or stage left OR SPLIT STAGE!!! ... NO CENTER STAGE ENTRANCE!!!

BRIEFING AND OTHER INTERNATIONAL REQUIREMENTS

THURSDAY NIGHT BRIEFING

- Directors, Team Leaders/Presidents, CCLs, competing Quartets must attend for very important information regarding contest
- **Will be held AT the Theatre (PAC) !!!**
- Buses will run between hotels to PAC
- *What we heard in the Post Contest 2019 Survey: Why Thursday Night????*

INTERNATIONAL REQUIREMENTS

- Briefing must be held on Thursday in order to provide judges with list of competitors, contest songs, etc. Competition Coordinator meets with Judges after Briefing on Thursday night!
- Friday morning is reserved for judging panel stage approvals

AWARDS

What we heard in the Post Contest 2019 Survey: International Awards presentation followed by Regional Awards. Why? Could they not be on another day or before the International awards? Awards segment is long!

- No! It's an International Requirement!
- Regional awards cannot take place in advance of the International awards. Panel Chair's discretion to reverse but rarely granted!

CONVENTION ACTIVITIES

WEBCAST!

NEW VENUE - NEW FORMAT!

- Webcast will take place in the lobby of the PAC – lounge style!
- After competing, traffic pattern leads out to the lobby
 - quartets escorted to webcast by a convention volunteer
 - chorus leaders escorted to webcast by a convention volunteer
- Opportunity for members to give shout outs in person!
- *Members who are unable to attend the convention will receive free webcast*

REGISTRATION

MASS SING

- Friday, April 3, 2020
- Location to be confirmed – option – back of PAC



EDUCATION CLASS: TRYING SOMETHING NEW!!

- Switch to SUNDAY MORNING!! Class with one or more of the judging panel!!

STILL IN THE PLANNING STAGES

- Welcome reception ?
- Saturday night hoopla ?

*HOPING TO PARTNER WITH TOURISM ST CATHARINES AND LOCAL VINEYARDS TO
HOST THE BIGGEST CELEBRATION THIS SIDE OF SYRACUSE!!*

BOUTIQUE

Looking to expand to the community of St Catharines at large to bring you exciting shopping opportunities!!

CONCLUSION

THINGS ARE A LITTLE DIFFERENT IN CANADA

It's The Law!!

As per AGCO Licensing Regulations, alcohol can only be consumed in licensed spaces. Alcohol consumed in licensed spaces **MUST** be purchased in the same space, ie. at a bar provided by the venue with licensed servers.

*Adult beverages purchased by individuals may be consumed in guest bedrooms but **not** in public areas!*

IT'S A LOT TO TAKE IN!!!

- Eblasts will be sent out regularly to keep everyone informed.
- Convention Handbook and forms will be available on Regional Website
November 1, 2019
 - Will contain all information you need to know including hotel assignments and important dates and deadlines

QUESTIONS