

Proposal to host the
**20th Congress of the International Ergonomics
Association**

Submitted by:
Association of Canadian Ergonomists /
Association Canadienne d'Ergonomie



Association of Canadian Ergonomists
Association Canadienne d'Ergonomie

Submitted: September 13, 2011



Association of Canadian Ergonomists
Association Canadienne d'Ergonomie

September 13, 2011 13 septembre

Dear IEA Executive and Council,

The Association of Canadian Ergonomists / Association canadienne d'ergonomie (ACE) is pleased and excited to submit our bid to host the 20th Congress of the International Ergonomics Association (Congress). ACE has a stable membership of approximately 700 members with just over 500 of those being in the Member category. We host a successful annual conference as well as regular professional development events. ACE previously hosted the Congress in 1994 and the last Congress held in North America was in San Diego in the year 2000.

We propose Whistler, in the province of British Columbia, as the location for the 2018 Congress. The village of Whistler is best known as the venue for the skiing and sliding sports at the 2010 Olympic Winter Games. Whistler is easily accessible from Vancouver, via the spectacular Sea to Sky highway, ranked one of the 10 best drives by National Geographic Magazine. Whistler offers an intimate location with world class facilities.

As the Congress will have been hosted in Asia, Europe, South America and Australia in the years prior to 2018, we would love to see it return to North America. 2018 is also very significant to our Association as it will mark our 50th Anniversary since our founding in 1968. We would be honoured to celebrate our golden anniversary with the international ergonomics community! Given our stable membership numbers and successful conference planning experience, we believe that there would be little risk to the IEA.

The Whistler Conference Centre (WCC), along with adjacent hotels, will be the main venues for the Congress. While the WCC itself does not have enough meeting space to host the Congress under one roof, there is additional meeting space available in hotels within 300 meters to meet the needs of the Congress. The distance is no more than one would walk inside a large conference centre with the advantage of taking in the mountain scenery and fresh air when moving between sessions, creating a more enjoyable experience and opportunity to refresh the body and mind. The intimate atmosphere created by hosting the Congress in a pedestrian village will enable participants to socialize more easily as we will be the main group in the village over the duration of the Congress.

There are also a variety of accommodations available in a range of price options to make the Congress affordable for student and IDC members, all within walking distance of the WCC. Whistler successfully hosted the Canadian Municipalities Annual Conference, with 5000 delegates and is therefore well suited to accommodate the size of the Congress, which has been in the 1000 to 2000 delegate range, with the ability to adapt to any growth in the delegation size.



Association of Canadian Ergonomists
Association Canadienne d'Ergonomie

Opportunities for outdoor activities and social tours abound in Whistler and the easy access to Vancouver and the Vancouver Island area will provide further opportunities for social and technical tours. ACE will arrange optional events as part of the delegate package and also provide information on other attractions and activities that delegates and any accompanying persons might like to participate in during, before or following the conference.

Canada is a politically stable country that celebrates the diversity of its multicultural society. No restrictions will be placed on the attendance of delegates, members, participants or visitors to the Congress by reason of national or racial origin, political or religious beliefs, gender or age. Given its natural beauty, the close geographic proximity to the United States and easy access via Vancouver for other countries, we feel that Whistler would be an attractive destination for IEA members.

As per past Congresses, registration rate reductions for those with financial need (e.g. students, IDC members) will be available. Whistler offers a number of accommodation choices with lower rates as well as those with full kitchen facilities. Once in Whistler, there are no necessary transportation costs.

ACE is very interested in allocating a portion of excess profits to special IEA funds. We would look to the IEA to determine the most advantageous use but possibilities might be to establish technologies for sharing events and IEA meetings with IDCs or funding for lighthouse projects.

While not yet fully determined, the theme for the Congress will incorporate the "Sea to Sky" tag line. This is not only the name of the highway connecting Vancouver and Whistler but also connects the 2015 Congress location in Melbourne to the 2018 Whistler location and is symbolic of the breadth of ergonomics.

The details of our proposal follow and we would be happy to respond to any questions the IEA Executive or Council have. Thank-you for your time and consideration in reviewing our proposal.

Sincerely,

A handwritten signature in black ink, appearing to read 'DPatten'.

Don Patten
2011 ACE President

A handwritten signature in black ink, appearing to read 'Margo Fraser'.

Margo Fraser
ACE Executive Director

A handwritten signature in black ink, appearing to read 'Rabiya'.

Rabiya Lallani
2011 ACE Secretary and
2018 IEA Congress Proposal Committee

A handwritten signature in black ink, appearing to read 'KWillms'.

Kirsten Willms
2011 ACE Prairie and Northern Region President and
2018 IEA Congress Proposal Committee

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Proposal to host the 20th Congress of the International Ergonomics Association

While our introductory letter addressed Article 2 of the IEA Triennial Congress information in the IEA Basic Documents, this section of our proposal provides the details and is laid out to follow Articles 3 through 6.

Submission of Proposal (Article 3)

Scope of Congress

The 2018 Congress will be international and intercontinental in its scope. ACE looks forward to working with the IEA Technical Committee Chairs and IEA Council to identify engaging and stimulating keynote speakers from around the world. ACE typically draws from the international community for keynote speakers for our own annual conference and looks forward to the opportunity to bring the ergonomics world to Canada!

Length of the Congress

The Congress will be held over a 5 day period. We propose the following dates:

Proposed dates: Monday, June 4 – Friday, June 8, 2018

While earlier than the 3rd quarter date range suggested in the IEA documents, this date range was selected to coincide with the low season in Whistler, so that prices for accommodation can be kept low, while being outside of the academic year for the most geographically close areas where the largest number of participants are likely to come from. In addition, these dates consider that all of the amenities in Whistler, such as golf courses and the gondola to the top of the mountain, will be open. These dates do not conflict with the dates of other usual ergonomics conferences and events in North America.

If the IEA Council, however, feels that other dates would be preferred, Whistler Tourism has assured us that we are far enough out from the Congress date that other dates could be arranged.

Attendance

Anticipated attendance for the Congress is 1500 to 2000 delegates. However, it is easy to scale up or down in Whistler as needed.

Financial Support

ACE is in agreement with the financial arrangement described in the IEA Basic Documents – IEA Triennial Congress section and will prepare a budget to be presented at the 2015 IEA Council meeting. An exhibitor showcase will be held and sponsorships will be sought to offset costs of the Congress. Tourism Whistler will assist with some of the planning arrangements and professional organizers will be sought to fill any gaps needed.

ACE understands that the financial return to the IEA will be any financial advance plus 25 Swiss francs per Congress registrant. Surplus revenue from the Congress will be retained by ACE and expenses of the IEA Council appointed representatives on the organizing committee will be the responsibility of the IEA.

Congress Organization (Article 4)

Location of Congress

The Village of Whistler is located in the coast mountains of British Columbia, 2 hours north of Vancouver. There is easy access from Vancouver International Airport (YVR). Metropolitan Vancouver is Canada's 3rd largest city with a population of 2.1 million and is one of Canada's main ports of entry with access available via road, air or ship. While delegates may choose to visit Vancouver before or after the Congress, the Village of Whistler will provide a greater opportunity for interaction amongst delegates. We have found from our own annual conference that these resort sites provide fantastic networking opportunities as the smaller area provides a more intimate atmosphere that boasts many opportunities to socialize. It will be almost impossible to walk about the village without running into colleagues from the Congress! Best known for hosting the skiing and sliding events at the 2010 Olympic Winter Games, Whistler is a top ranked resort destination that is sure to draw the interest of potential delegates and their families. By planning the Congress in the shoulder season, it allows us to take full advantage of the resort location and activities at reasonable prices. The average high and low for June in the valley where the village is located is 21°C and 9°C respectively.

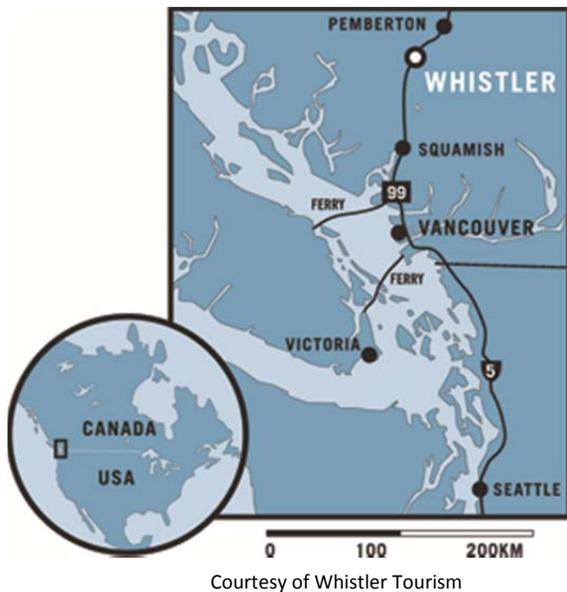


Photo: Mike Crane, courtesy of Whistler Tourism
Resort of Whistler

Congress Centre



The Whistler Conference Centre (WCC) will be the heart of the Congress activities. The beautiful 65,000 square foot facility has been renovated to the latest environmental standards and its unique design is in harmony with the surrounding mountains.

Three 40 foot fireplaces welcome guests to the Grand Foyer and utilize stone from the local mountains.



The floor plan and meeting room capacities of the WCC are shown in Appendix 1. The WCC is not large enough to provide the number of meeting rooms required for the Congress and therefore meeting rooms in the nearby hotels will be utilized to complete the required space. These hotels are only a few minutes' walk from the WCC and the distance is not much greater than walking from one end of a large conference centre to the other, with the added advantage that delegates will get frequent opportunities to refresh in the mountain air when moving from one session to another.

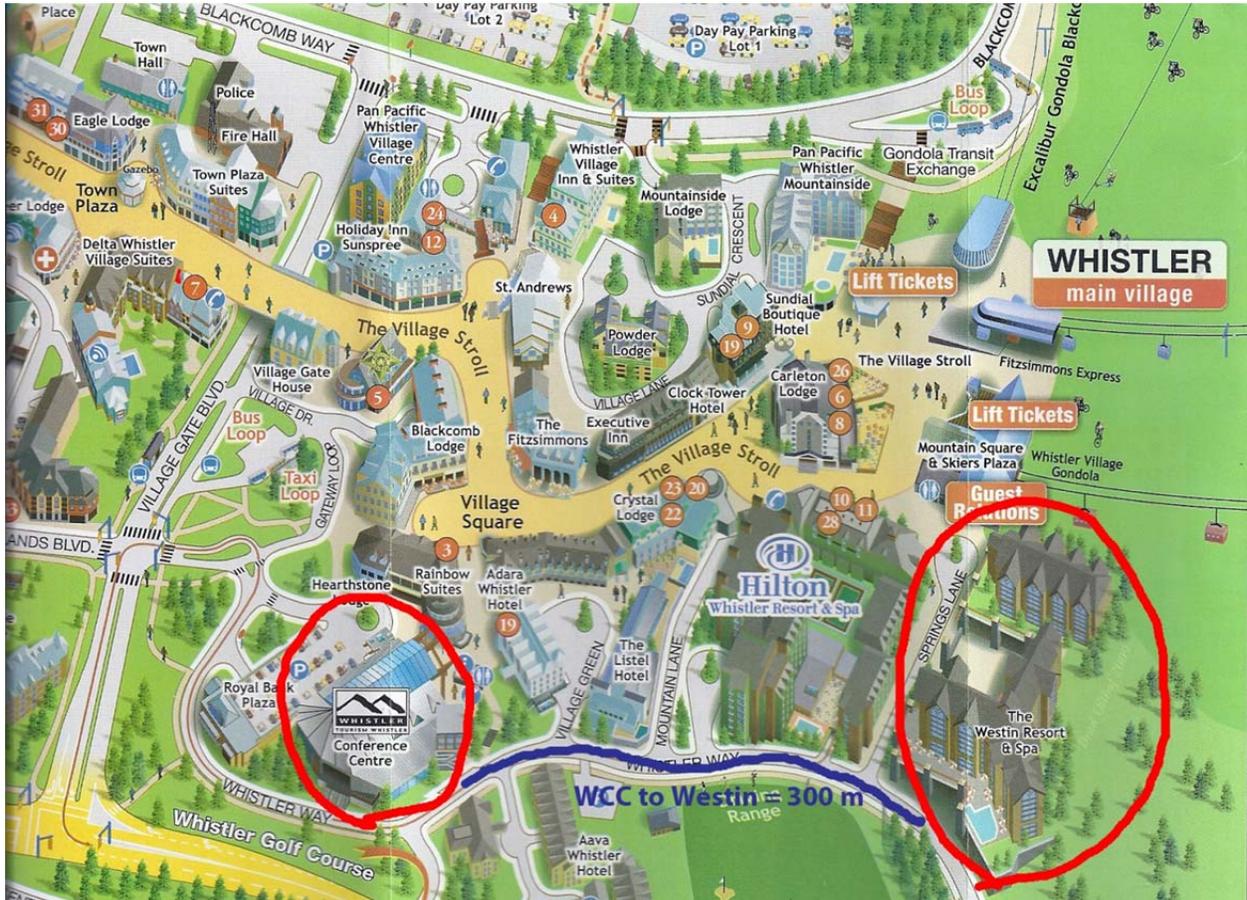
The Sea to Sky Ballroom will serve as the main plenary room. It has a theatre style set-up capacity of 1600 delegates. Should the number of delegates exceed 1600, technology will be used to broadcast the plenary sessions into another meeting room with the appropriate capacity.

The map below shows the location of the WCC, circled, in relation to the surrounding hotels. All meeting rooms are accessible for those with physical disabilities and curb cuts are in place at all outdoor intersections for sidewalks. The Westin Resort and Spa is the best candidate to provide both the additional meeting space required as well as a number of hotel rooms at reasonable prices. The Westin is 300 meters from the WCC. The floor plan and room capacities for the Westin are shown in Appendix 2.

If needed, the Hilton Whistler, Listel and Crystal Lodge hotels also provide meeting rooms and are located between the WCC and the Westin.

A listing of hotels with their rates and meeting space capacities is provided in Appendix 3.

Map of Venue Location and Surrounding Hotels



Audio-Visual Facilities

State-of-the-art audio visual equipment is available at both the WCC and the Westin.

Signage

All signage will be posted in both Canada's two official languages of English and French and will be located to direct delegates to all points of interest. Signage for each session will be placed outside the session rooms to indicate the session that is in progress.

Translation

As the 2018 ACE Annual Conference will be held jointly with the Congress, the sessions in the Sea to Sky Ballroom (and possibly 2 other rooms) will be simultaneously translated from English to French (or French to English as appropriate). The conference information will also be available in both English and French. Volunteers and/or staff will also be recruited to provide interpretation services for on-site registration and information for delegates in their own language, where possible.

Accommodation

There is a large variety of accommodation close to the WCC and Westin hotels within walking distance. An overview of hotels with their guest room capacities and pricing are shown in Appendix 3. In many cases, these hotels have guaranteed the maximum increase between now and 2018 that could occur. There are also a large number of condominium buildings in Whistler whose owners typically enjoy the area in the winter for skiing and then rent their units in the off-season. These can be an excellent choice for delegates bringing their families and for students who would like to share space.

The Westin Resort and Spa will likely serve as the primary accommodation location. The Westin offers 351 rooms. Current pricing starts at \$159.00 CAD with a maximum of increase of 2% per annum to 2018. One complimentary room is offered for every 40 nights sold.



Transportation

Whistler is compact and vehicles are not needed to move between the WCC and hotels nor to move about most areas of the village.

Whistler is easily accessible from Vancouver. Vancouver International Airport (YVR) is a main port of entry into Canada with direct connections to large cities around the world. Options for travel from YVR to Whistler include:

Bus:

Pacific Coach Lines – Scheduled & Charter Bus Service www.pacificcoach.com

Greyhound Bus Service – Scheduled Bus Service www.greyhound.ca

VIP Whistler Transportation - Sedan, SUV, Charter & Executive Van www.vipwhistler.com

Whistler Connection – Van, Minibus & Motor Coach www.whistlerconnectiontravel.com

As an example of cost, a one way fare from YVR to the Westin Resort and Spa in Whistler is currently \$54.00 CAD. ACE will investigate discounted rates with transportation providers for conference delegates as well as make transportation providers aware of the Congress so that they are able to respond to delegate inquiries.

Rail:

Take the Whistler Sea to Sky Climb and discover the dramatic beauty of British Columbia's Sea to Sky Corridor from a unique perspective while relaxing in comfort and style. As the train hugs the oceanfront of Howe Sound, then winds through deep canyons and climbs the steep mountain grades towards Whistler, you will enjoy the front row seat to the endless array of breathtaking views!

Rocky Mountaineer – Sea to Sky Climb Train www.rockymountaineer.com

Air:

The Coast Mountains of British Columbia boast some of the most spectacular wilderness scenery in the world and there's no better way to appreciate it than from the air! The jewel of this amazing landscape is Garibaldi Park, just a few minutes by air from the heart of Whistler. Transfers include knowledgeable commentary regarding the fascinating history and geology of this amazing area.

Whistler Air – Scheduled or Charter Floatplane service www.whistlerair.ca *May to October

Blackcomb Aviation –Helicopter service www.blackcombhelicopters.com *Weather dependent

Rental Car:

Rental cars are available from the Vancouver International Airport. Note, though, that vehicles are rarely needed when in Whistler. Most individuals tend to park their vehicles when in Whistler and not use them again until they depart.

Registration, Promotion, Publication

Pre-registration will be available via the Congress website and on-site registration facilities will be available. Promotion and advertising will take place well in advance of the Congress and space will be available in the final program and advance literature for a message from the President of the IEA. Announcements and promotional material will be distributed via the Federated Societies, ILO, WHO and other related organizations and conferences.

All promotional material and publications will state that the Congress is a function of the IEA and display the IEA logo. A list of delegates with their affiliations can be made available, however full addresses cannot be published, due to Canadian Privacy Legislation, without the express consent of the individual.

ACE will consult with the IEA Executive in regards to publication of invited or submitted papers in the proceedings or other publications following with Congress.

Name Badges

Delegate badges will indicate the name of the delegate and affiliation. Badges for staff, IEA council members and officers, presenters and session chairpersons will indicate their role to facilitate recognition by delegates.

Social Events

A welcome reception for all delegates will be arranged. The reception will likely be in the WCC in conjunction with the exhibitor showcase and will be included in the registration fee. Non-delegates may attend the welcome reception, likely at a cost that will cover the food and beverage provided.

Social events, tours and an accompanying persons program will be arranged. A number of possibilities exist for social activities and some of these are outlined in the tourism information found in Appendix 3.

Reporting Requirements

If selected, ACE will provide reports to the IEA Council at its annual meetings describing the progress to date. A post conference report will also be provided.

Recommended Planning Timeline

A critical path document will be generated as part of the program planning by the Congress organizers using the knowledge from ACE's experiences, those of the organizing committee and the information from past conferences. This document will include a timeline for the various facets of the Congress.

Technical Program (Article 5)

ACE acknowledges the technical program development instructions in Article 5 of the IEA Basic Documents – IEA Triennial Congress (see Appendix 4) and agrees to abide by these, keeping in mind changes in technology that may occur between now and 2018.

ACE has been utilizing an on-line registration system for abstract and paper submissions since 2005 and with updates planned, we believe that this system can easily be expanded to handle the submission of abstracts and papers for the 2018 Congress with the freedom for the Technical Chairs to use it to manage the submissions in their areas.

Provisions Regarding IEA (Article 6)

ACE acknowledges the provisions of Article 6 and will make arrangements for the following facilities and services, insofar as possible, at no cost to the IEA.

- (a) A meeting room will be provided for a period of two days for the Council meeting prior to the Congress, the exact dates to be set by the Executive Committee. This meeting room will accommodate 40 or more persons seated around conference tables, plus some additional seating for invited observers. Refreshments (coffee and rolls) are to be provided during morning and afternoon breaks. Lunch is to be provided on both days. Secretarial support (photocopying, preparation of last minute documents, etc.) will also be provided.
- (b) Additional meeting space may be required for meetings of the IEA Executive Committee, IEA committees and subcommittees prior to and during the Congress period. The requirement for this should be ascertained by the organizers through contact with the IEA Executive Committee a year prior to the Congress.

(c) Suitable facilities will be provided for use by the President of the IEA for a period spanning the Council meeting and the Congress. These facilities, or, if not suitable, additional facilities will be provided for special receptions hosted by the IEA.

The President may wish to consider the Roundhouse Lodge on Whistler Mountain at the top of the Gondola as a venue for the President`s reception.

(d) The IEA President will be given space in the printed program as well as be invited to give a 15 to 20 minute address at the opening ceremony to welcome delegates.

(e) The registration fee will, if possible, be waived for all IEA Executive Officers and Standing Committee Chairs. Defraying some of the travel expenses of these individuals paying their own way to attend the Congress should be considered.

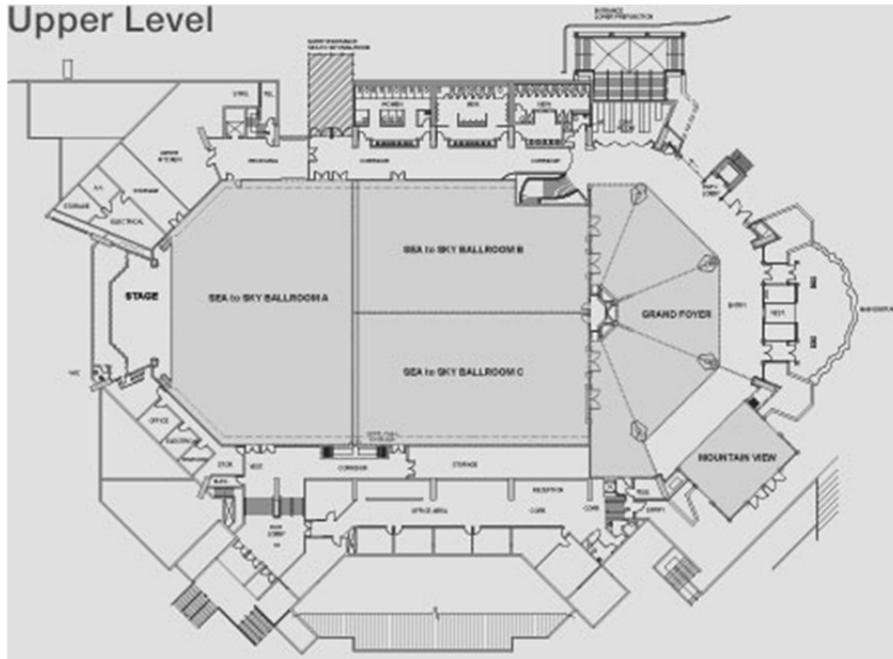
(f) IEA Executive Officers, Standing Committee Chairs, and Council members will be invited to chair technical sessions of the Congress.

(g) A table will be provided in the main exhibit hall or near the registration area exclusively for displaying IEA brochures, a slide show and other materials. Space will also be provided for the promotion of the next IEA Congress.

All delegates to the Congress who are members of IEA Federated Societies will be entitled to a reduced registration fee. They will be required to identify their affiliation to verify their eligibility for the reduced fee.

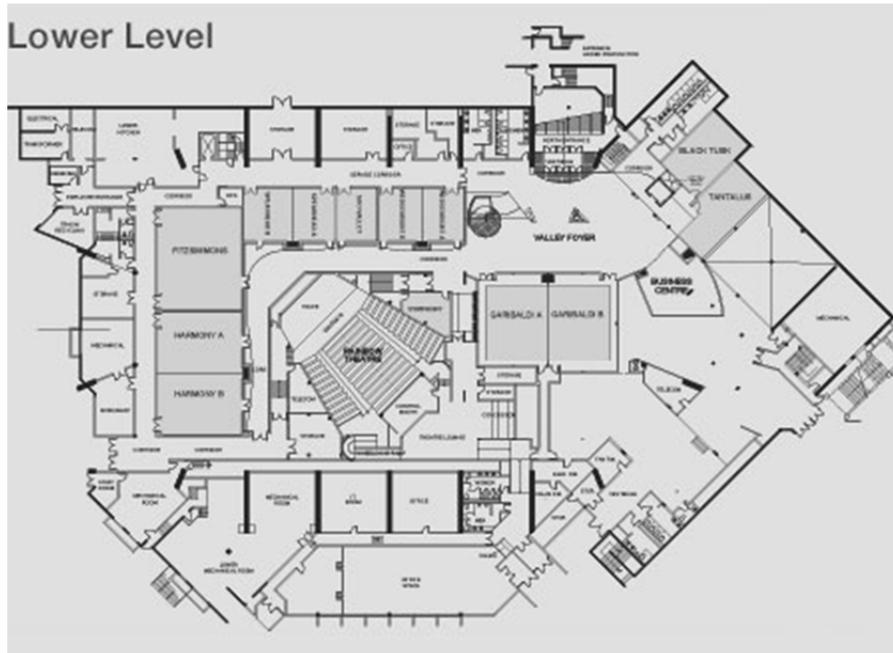
Appendix 1: Whistler Conference Centre Floor Plan and Capacities Chart

Whistler Conference Centre Floor Plan – Upper level



Go to http://www.whistler.com/groups/conference_centre/conference_floor_plans/ to view

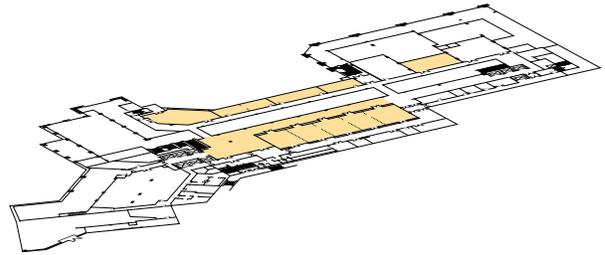
Whistler Conference Centre Floor Plan – Lower level



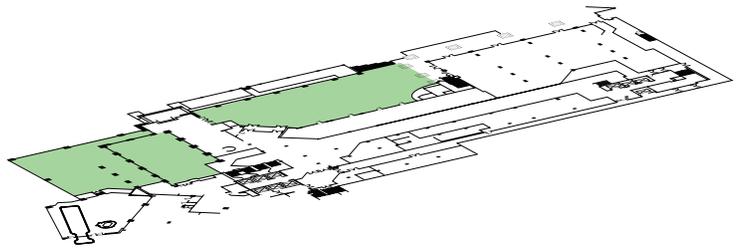
Room	Theatre	Classroom	Boardroom		Banquet (Plated)		Exhibit Booths (8x10)	Reception	Dimensions		Area		Ceiling Height		
		2 - 3 per seat	Hollow Sq	U-Shape	Round x 8	Round x 10			Feet	Metre	Sq Feet	Sq Metre	Feet	Metre	
Harmony A	72	24 - 36	24	22	56	70	N/A	92	35.11 x 26	10.7 X 7.9	913	84.8	9	2.7	
Harmony B	72	24 - 36	24	22	56	70	N/A	92	35.11 x 26	10.7 X 7.9	913	84.8	9	2.7	
Harmony A/B	160	76 - 114	50	48	112	140	N/A	184	35.11 x 52.3	10.7 X 15.9	1,836	170.6	9	2.7	
Fitzsimmons	135	60 - 90	48	46	88	110	N/A	155	35.11 x 43	10.7 X 13.1	1,510	140.3	9	2.7	
Wedgemount A	22	10 - 15	12	10	24	30	N/A	39	17.6 X 22.2	5.4 X 6.8	391	36.3	9	2.7	
Wedgemount B	22	10 - 15	12	10	24	30	N/A	40	18.1 X 22.2	5.5 X 6.8	402	37.3	9	2.7	
Wedgemount A/B	60	20 - 30	24	22	48	60	N/A	80	35.8 X 22.2	10.9 X 6.8	795	73.8	9	2.7	
Soo Valley	20	10 - 15	12	10	24	30	N/A	38	16.8 x 22.1	5.1 X 6.7	371	34.5	9	2.7	
Spearhead A	22	10 - 15	12	10	24	30	N/A	39	17.6 x 22.2	5.4 X 6.8	391	36.3	9	2.7	
Spearhead B	22	10 - 15	14	12	24	30	N/A	47	20.9 x 22.2	6.4 x 6.8	464	43.1	9	2.7	
Spearhead A/B	70	20 - 30	26	24	48	60	N/A	86	38.6 x 22.2	11.8 X 6.8	857	79.6	9	2.7	
Rainbow Theatre	300	300	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3,300	306.6	N/A	N/A	
Garibaldi A	98	40 - 60	30	28	72	90	N/A	117	29.4 x 38.11	9 X 11.6	1,120	104.1	10	3.0	
Garibaldi B	102	40 - 60	30	28	72	90	N/A	111	28.5 x 41.5	8.7 X 12.6	1,183	109.9	10	3.0	
Garibaldi A/B	200	100 - 150	60	58	144	180	N/A	228	40 x 60	12.2 X 18.3	2,308	214.4	10	3.0	
Black Tusk	44	16 - 24	16	14	40	50	N/A	66	20.3 x 31.2	6.2 X 9.5	633	58.8	8	2.4	
Tantalus	38	16 - 24	16	14	32	40	N/A	50	17.6 x 29.9	5.4 X 9.1	526	48.9	9	2.7	
Valley Foyer *	N/A	N/A	N/A	N/A	N/A	N/A	N/A	385	N/A	N/A	2,925	271.7	9.7	2.9	
Sky Ballroom A	615	252 - 378	N/A	N/A	432	540	42	680	70.11 X 104.5	21.4 X 31.9	7,032	653.3	15/32	4.5/9.6	
Sky Ballroom B	440	168 - 252	N/A	N/A	296	370	27	440	93.2 X 52.1	28.4 X 15.9	4,565	424.1	15/32	4.5/9.6	
Sky Ballroom C	470	168 - 252	N/A	N/A	312	390	27	470	93.2 X 52	28.4 X 15.9	4,845	450.1	15/32	4.5/9.6	
Sea to Sky B/C	920	392 - 588	N/A	N/A	600	750	54	920	93.2 X 104.5	27.8 X 31.9	9,220	856.6	15/32	4.5/9.6	
Sea to Sky Ballroom	1600	644 - 966	N/A	N/A	1056	1320	100	1600	164.5 X 104.5	50.1 X 31.9	16,500	1532.9	15/32	4.5/9.6	
Grand Foyer *	425	N/A	N/A	N/A	300	380	15	600	56 x 116	17.1 X 35.4	5,486	509.7	15/32	4.5/9.6	
Mountain View	100	66	50	30	64	80	4	100	29 x 36	8.8 X 11	1,044	97.0	18.5	5.6	
* Grand Foyer features Rumford fireplace - has four pillars										Total Facility		64,565.00	6,000.40		
* Valley Foyer has two pillars										Total Rentable Space (includes Pre-Function Areas)		39,182.00	3,640.00		
										Total with Grand Foyer		32,217.00	2,993.00		

**Appendix 2: Westin Resort and Spa Meeting Room Layout and Capacities
Chart**

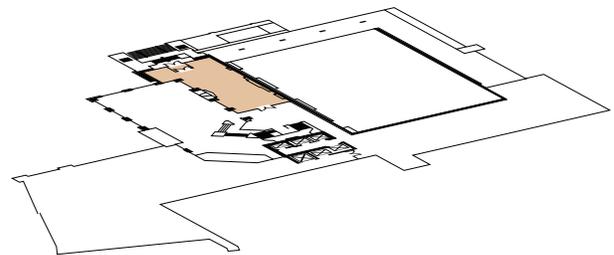
Second Level
page 2



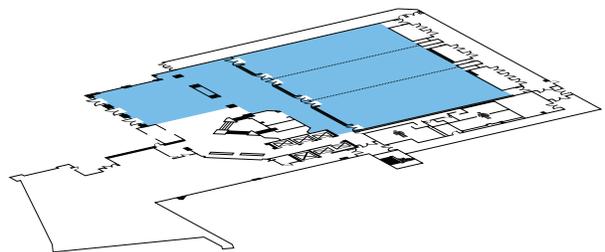
First Level
page 3



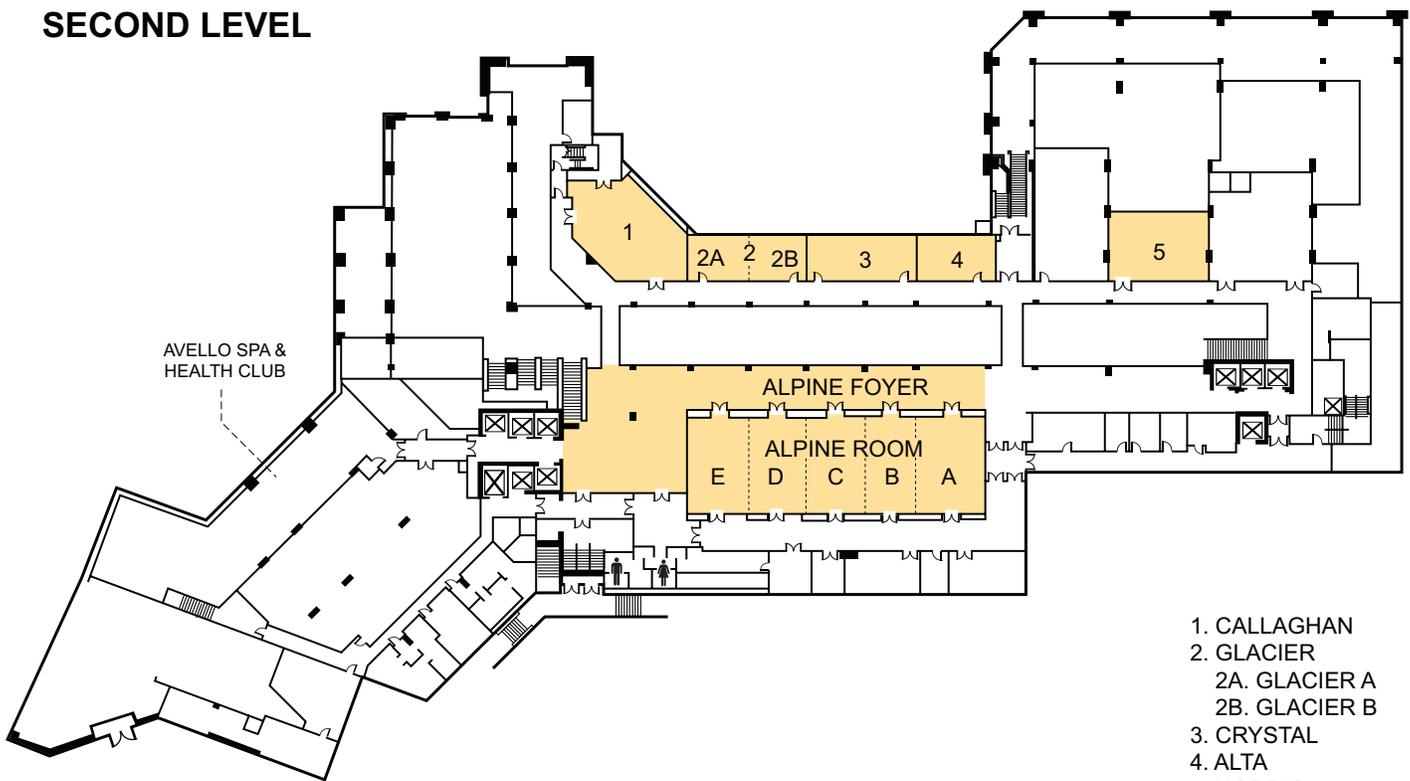
Club Level
page 4

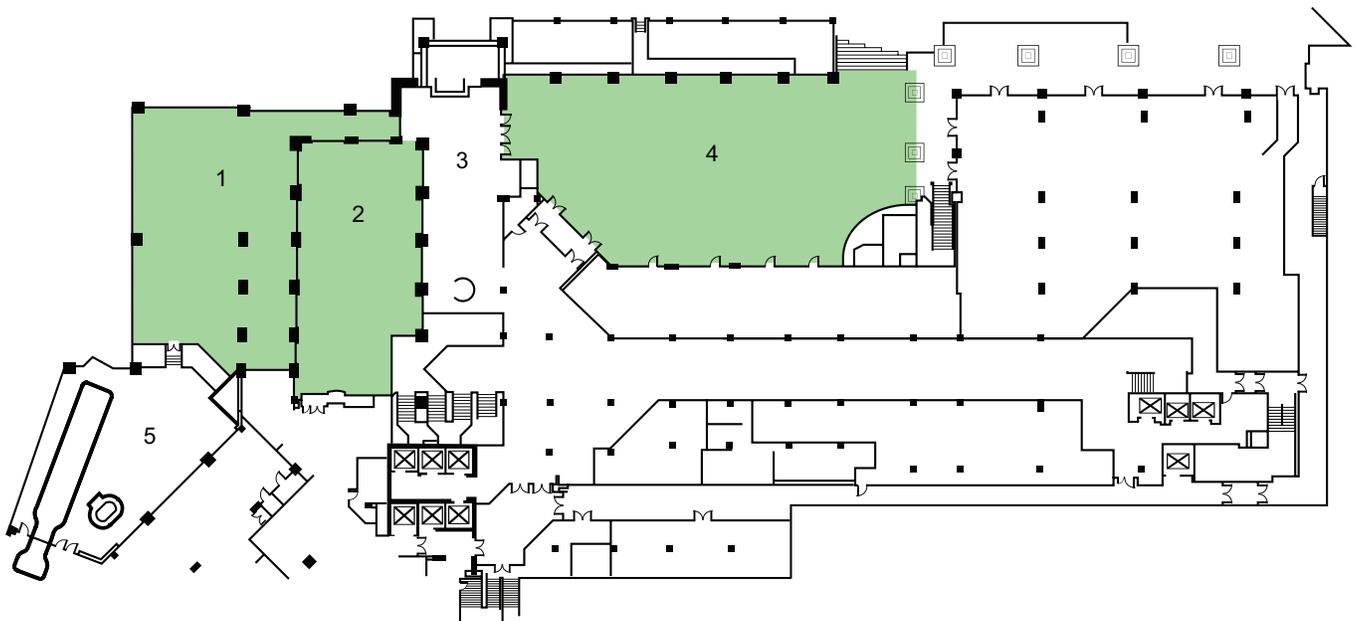


Lobby Level
page 5



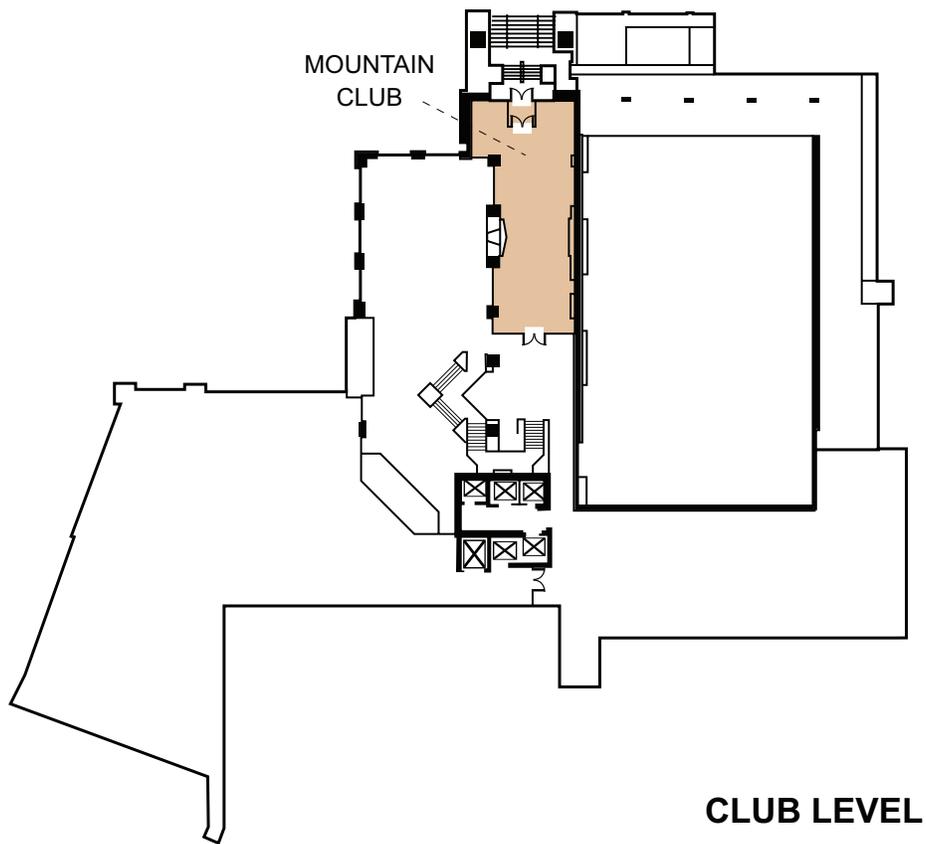
SECOND LEVEL





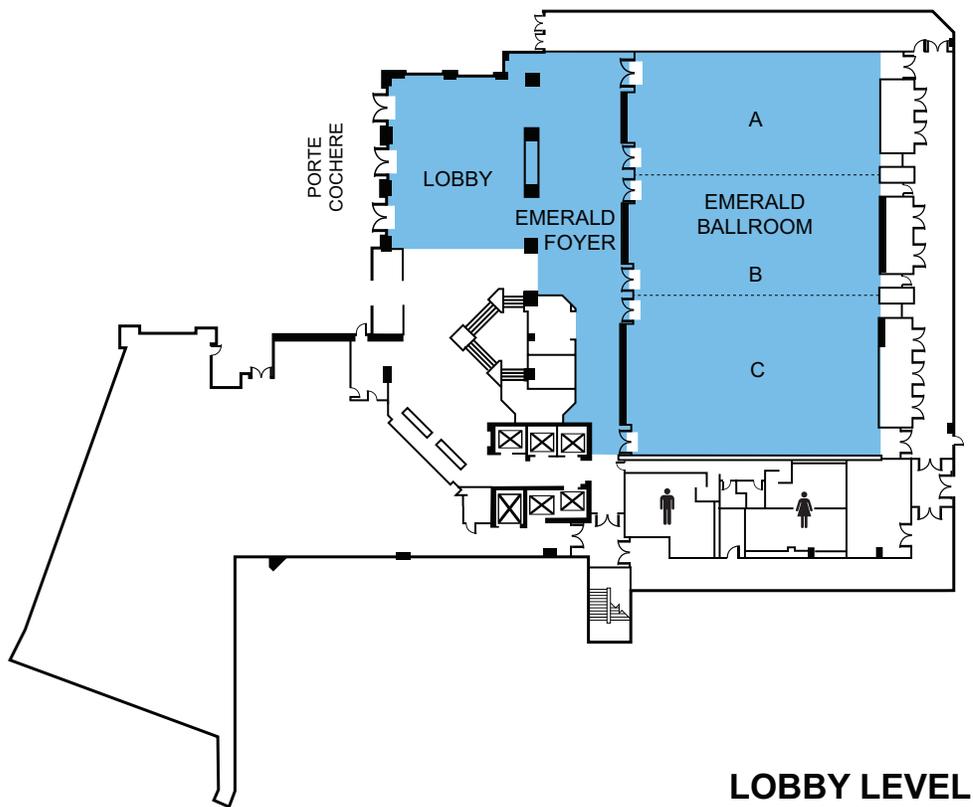
1. AUBERGINE PATIO
2. AUBERGINE GRILLE
3. FIREROCK LOUNGE
4. OUTDOOR PLAZA
5. INDOOR/OUTDOOR POOL & PATIO

FIRST LEVEL



The Westin Resort & Spa, Whistler

4090 Whistler Way • Whistler, British Columbia V0N 1B4 • Canada
Phone (604) 905-5000



Meeting Room Name	Floor Number	Length	x Width	Ceiling	x Height	Area	Sq. Sq.	Rounds of 10	Theater	Conference	Reception	Classroom3 per 6	U-Shape	Hollow Square	Exhibit Booths8 x 8
		Feet	Meters	Feet	Meters	Sq. Feet	Sq. Meters								
Glacier B	2	19'1" * 14'6"	5.82 * 4.44	8'-8'	2.44-2.44	280	26	20	28	12	17	9	-	-	2
Glacier A	2	20'11" * 14'6"	6.4 * 4.44	8'-8'	2.44-2.44	308	28	20	28	18	17	9	-	-	2
Alta	2	26'2" * 14'4"	8.0 * 4.37	8'-8'	2.44-2.44	378	35	20	36	20	30	12	14	17	3
Crystal	2	37' * 14'6"	11.3 * 4.44	8'-8'	2.44-2.44	545	50	-	-	20	-	-	-	-	-
Glacier	2	40'1" * 14'6"	12.24 * 4.44	8'-8'	2.44-2.44	590	54	40	57	26	35	21	-	-	4
Alpine B	2	17'7" * 36'5"	5.38 * 11.1	8'-8'	2.44-2.44	635	58	50	60	20	50	25	20	22	4
Alpine D	2	19'5" * 36'5"	5.94 * 11.1	8'-8'	2.44-2.44	715	66	60	72	20	60	30	20	22	6
Alpine C	2	20' * 36'5"	6.12 * 11.1	8'-8'	2.44-2.44	733	68	60	72	20	60	30	20	22	6
Alpine E	2	20'4" * 36'5"	6.2 * 11.1	8'-8'	2.44-2.44	744	69	60	72	20	60	30	20	22	6
Callaghan	2	39' * 21'5"	11.89 * 6.55	8'-8'	2.44-2.44	842	78	100	110	30	70	46	24	30	9
Alpine A	2	23'1" * 36'5"	7.06 * 11.1	8'-8'	2.44-2.44	846	78	60	80	20	80	30	24	24	6
Nordic	2	34'4" * 25'1"	10.49 * 7.65	8'-8'	2.44-2.44	866	80	90	96	22	70	44	24	28	7
Alpine BC	2	37'4" * 36'5"	11.4 * 11.1	8'-8'	2.44-2.44	1368	127	120	160	24	120	63	27	36	12
Alpine CD	2	33'7" * 36'5"	10.24 * 11.1	8'-8'	2.44-2.44	1449	134	120	160	26	130	63	31	36	12
Alpine DE	2	39'11" * 36'5"	12.19 * 11.1	8'-8'	2.44-2.44	1460	135	120	160	26	130	63	31	36	12
Alpine AB	2	40'5" * 36'5"	12.34 * 11.1	8'-8'	2.44-2.44	1481	137	120	160	26	130	63	31	36	12
Mountain Club	-1	70' * 31'11"	21.34 * 9.75	7'6" - 7'6"	2.31-2.31	1916	178	-	-	-	90	-	-	-	-
Lobby	-2	49'11" * 39'	15.24 * 11.89	0'-0'	0.0-0.0	1950	181	-	-	-	250	-	-	-	12
Alpine BCD	2	57'1" * 36'5"	17.4 * 11.1	8'-8'	2.44-2.44	2084	193	180	234	40	185	85	45	48	18
Emerald Foyer	-2	114'6" * 23'3"	34.92 * 7.09	8'-8'	2.44-2.44	2127	197	-	-	-	200	-	-	-	14
Alpine CDE	2	60' * 36'5"	18.31 * 11.1	8'-8'	2.44-2.44	2193	203	180	234	42	195	90	45	48	18
Alpine ABC	2	60'7" * 36'5"	18.47 * 11.1	8'-8'	2.44-2.44	2215	205	180	234	42	195	90	45	48	18
Emerald A	-2	34'1" * 71'3"	10.41 * 21.74	11'10" - 14'7"	3.63-4.47	2441	226	210	270	50	250	130	55	64	16
Emerald B	-2	34'8" * 71'3"	10.57 * 21.74	11'10" - 14'7"	3.63-4.47	2484	230	210	270	50	250	130	55	64	16
Alpine BCDE	2	77'5" * 36'5"	23.6 * 11.1	8'-8'	2.44-2.44	2828	262	240	304	56	250	120	57	66	24
Alpine Foyer	2	142'5" * 14'4"	43.41 * 4.39	8'-8'	2.44-2.44	2872	266	-	-	-	200	-	-	-	17
Alpine ABCD	2	80'6" * 36'5"	24.54 * 11.1	8'-8'	2.44-2.44	2914	270	240	304	56	260	120	57	66	24
Aubergine Grill	1	81' * 39'	24.69 * 11.89	17'10" - 17'10"	5.46-5.46	3007	279	200	-	-	250	-	-	-	-
Outdoor Plaza	1	79'11" * 39'11"	24.38 * 12.19	8'-16'	2.44-4.88	3200	297	320	-	-	350	-	-	-	27
Emerald C	-2	45'4" * 71'3"	13.82 * 21.74	11'10" - 14'7"	3.63-4.47	3241	301	280	340	50	325	180	60	70	24
Alpine Room	2	100'7" * 36'5"	30.66 * 11.1	8'-8'	2.44-2.44	3618	336	300	377	70	350	180	69	78	33
Aubergine Parlour	1	85' * 77'11"	25.91 * 23.77	0'-0'	0.0-0.0	3900	362	150	-	-	200	-	-	-	-
Emerald AB	-2	68'11" * 71'3"	21.03 * 21.74	11'10" - 14'7"	3.63-4.47	4926	457	490	510	50	650	249	65	88	42
Emerald BC	-2	80'2" * 71'3"	24.46 * 21.74	11'10" - 14'7"	3.63-4.47	5733	532	560	589	56	750	291	71	100	48
Emerald Ballroom	-2	114'4" * 71'3"	34.85 * 21.74	11'10" - 14'7"	3.63-4.47	8168	758	770	980	80	1100	444	99	124	72

Appendix 3: Whistler Tourism Information including Hotel Capacities and Rates



September 13, 2011

Margo Fraser
Executive Director
Association of Canadian Ergonomists
Suite 1003, 105-150 Crowfoot Crescent NW
Calgary, AB T3G 3T2

RE: 20th Congress of the International Ergonomics Association

Dear Margo,

Thank you for your interest in Whistler. We would be delighted to welcome the 20th Congress of the International Ergonomics Association to the Resort in May or June, 2018.

About Whistler

Whistler is simply spectacular. Maybe it's our glacier-topped peaks. Maybe it's our clean mountain air. Maybe it's the passion of the people who make this year-round resort their home. Or maybe it's the combination of a charming alpine village with the amenities of an urban centre. One thing's for certain though: when you hold your meeting in Whistler, you won't have to convince people to attend.

Spend the Night

At the end of the day, **Whistler's vast choice of accommodation options** ensure delegates a home away from home. Surrounded by the stores and restaurants of Whistler Village, guests can choose from brand name hotels such as Delta, Four Seasons, Westin, Fairmont, Pan Pacific and Hilton. With slopeside condominiums, executive homes and luxury hotels, Whistler's more than 5,400 guest rooms provide a good night's sleep.

Please refer to the attached "Table B" for accommodation options appropriate for your group.





Whistler Conference Centre

The **Whistler Conference Centre is situated in the heart of Whistler's pedestrian Village** and within easy access of hotels and activities. Since the completion of a multi-million dollar renovation, the 65,000 square foot Conference Centre boasts increased meeting space, countless room set-up options to accommodate groups of every size, the latest environmental standards and unique design characteristics.

Located in the Grand Foyer and utilizing stones from the local mountains, the three 40-foot Rumford fireplaces exude visual appeal and welcoming warmth upon entry into the Conference Centre.

Whistler Conference Centre Catering

At the Whistler Conference Centre we are committed to providing a level of quality that consistently impresses this savvy audience. We believe in high quality ingredients presented in a clean, modern style.

Even though we cater to hundreds of guests at a time **we proudly operate a "scratch kitchen" which means no shortcuts –everything is made in-house.**



Our Executive Chef, Neal Harkins, and his team are proud to feature the very finest food and drink from British Columbia's fields and waters – which not only provides our guests with the freshest experience – it's also gentler on the environment. By spending our dollars locally, we benefit B.C.'s producers and limit the "food miles" required to produce an event.

Keeping Whistler 'Green'

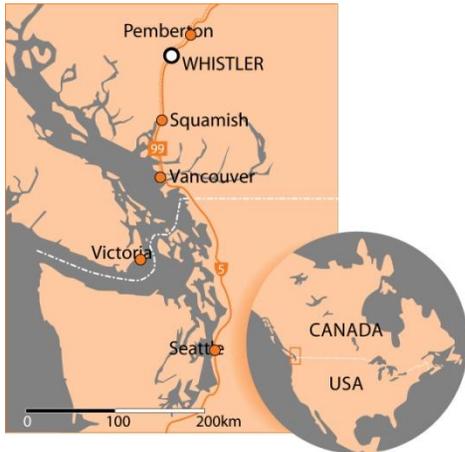
The Whistler Conference Centre is **dedicated to continually work towards reducing our eco-footprint**, and helping our clients do the same.

Initiatives currently in place are:

- Green Building design
- Heat Island Effect Roof
- Low flush toilets
- Sempa Hybrid Heating
- Scratch Kitchen
- Bulk condiments
- Encourage on-line registration, information transfer
- Extensive recycling program



Transportation



The scenic **Sea to Sky Highway offers breathtaking views regardless of your mode of transportation.** Rated as one of the most romantic drives in North America by the *Robb Report Magazine* and one of the 10 best drives by *National Geographic Magazine*, the highway offers a number of ways to reach Whistler.

By Road... Whether by travelling by bus, limousine or private vehicle, your trip will be smoother than ever on the recently upgraded Sea to Sky Highway (Highway 99) from Vancouver to Whistler. The state-of-the-art highway features improved sightlines, 80km of new passing lanes, wider shoulders, landscaped median barriers, and amazing views from all angles! Make sure to stop at some of the scenic lookouts for photos and fresh mountain air.

- Pacific Coach Lines** – Scheduled & Charter Bus Service www.pacificcoach.com
- Greyhound Bus Service** – Scheduled Bus Service www.greyhound.ca
- VIP Whistler Transportation** - Sedan, SUV, Charter & Executive Van www.vipwhistler.com
- Whistler Connection** – Van, Minibus & Motor Coach www.whistlerconnectiontravel.com

By Air... No waiting and no hassle! The Coast Mountains of British Columbia boast some of the most spectacular wilderness scenery in the world and there's no better way to appreciate it than from the air! The jewel of this amazing landscape is Garibaldi Park, just a few minutes by air from the heart of Whistler. Transfers include knowledgeable commentary regarding the fascinating history and geology of this amazing area.



- Whistler Air** – Scheduled or Charter Floatplane service www.whistlerair.ca *May to October
- Blackcomb Aviation** –Helicopter service www.blackcombhelicopters.com *Weather dependent



By Rail... Take the Whistler Sea to Sky Climb and discover the dramatic beauty of British Columbia's Sea to Sky Corridor from a unique perspective while relaxing in comfort and style.. As the train hugs the oceanfront of Howe Sound, then winds through deep canyons and climbs the steep mountain grades towards Whistler, you will enjoy the front row seat to the endless array of breathtaking views!

- Rocky Mountaineer** – Sea to Sky Climb Train www.rockymountaineer.com *May to October

Click [here](#) for more information on transportation to Whistler!





Summer in Whistler – Hike, Raft, Zip, Gaze or Golf

Whistler’s warm days and cool evenings, mountainous terrain, and **numerous parks and lakes serve as an unforgettable backdrop for a myriad of summer activities.**

A short gondola ride to the top of Whistler Mountain, with 360 degree views of jaw-dropping scenery, grants access to limitless walking trails that meander past lakes and brilliant alpine flowers.

There’s no shortage of stunning vistas in Whistler. From both the valley bottom and mountain top, and whether by foot or by air, sightseeing is a not-to-be-missed part of every Whistler visit. And for those looking for a little adventure, whitewater rafting through class-rated rapids, soaring across Whistler’s canyons on zipline cables and exploring on ATVs will get hearts pumping and groups working together.

Whistler’s beautiful valley is home to four championship designer golf courses. Jack Nicklaus, Arnold Palmer, Robert Trent Jones Jr. and Robert Cupp have each created challenging, scenic courses making Whistler Canada’s number one golf destination according to *Golf Digest*.



Whistler Village

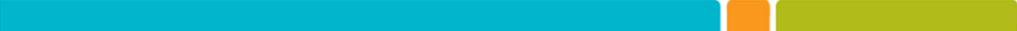


Whistler Village was originally designed to be a focal point for visitors, featuring direct pedestrian access to Whistler and Blackcomb Mountains. It quickly grew to be a central hub for the thriving community as well, showcasing West Coast architecture, quaint alpine atmosphere and spectacular mountain views all around.

The **Village Stroll** is a stone walkway that flows through Whistler Village and connects the main and Upper Village. It is designed specifically for pedestrians, enabling your delegates to wander freely while exploring local shops, restaurants and cafes. The Stroll also provides direct access to patios, parks and water features along the way.

This vehicle-free pathway is an integral part of the self-contained Whistler Villages, which features a fire and police station, medical clinics, grocery stores, a movie theatre, museum, art galleries, library, parks and more!

Delegates will enjoy the ease of access during their free time, and have the opportunity to bond as a team in a transportation-free environment. Everything is within 5-10 minutes walking distance, and is sure to be one of the highlights of the Conference!





Dining

More than 90 restaurants serve up an international medley of cuisine with tastes from France, Italy, Japan, India, the Pacific West Coast and more, all topped off with Canada's famous hospitality. There is something for everyone – from Bakeries, Delis, Cafes, Diners, Fast Food, Lounges, Pubs, Bars and Restaurants. Click [here](#) for a full list of Whistler's dining options!



Spas

After a day of working (and playing), why not pamper yourself with some well deserved treatments from around the world.

Whistler has **more than 20 spas**, including some that have won awards for their products and services. Choose from massage and wellness therapies, body and esthetic treatments, yoga and Pilates, physiotherapy and chiropractic.

Destination Management Companies

Tourism Whistler is happy to recommend several local and Vancouver-based Destination Marketing Companies (DMCs) and associated organizations.

Click [here](#) for a complete listing.



Offsite Venues

Whistler has some unique offsite venues to offer groups. Here are a few of the most common venues:

Roundhouse Lodge on Whistler Mountain

If you are looking for something more for your event, try the top of Whistler mountain! A quick 25-minute gondola ride from Whistler Village to the Roundhouse Lodge will take your event from ordinary to extraordinary. Accommodates receptions for up to 1,500 guests, buffet dinners for up to 900 and plated dinners for up to 300.



Website: <http://www.whistlerblackcomb.com/groups/index.htm>

Squamish Lil'wat Cultural Centre

Whistler's most unique and spectacular new venue, located in the Upper Village and close to every luxury amenity. Consider a traditional First Nations feast in the Great Hall amidst authentic indigenous art or in the cozy octagon shaped Istken Hall. An intimate meeting, dramatic incentive event, the Squamish Lil'wat Cultural Centre offers authenticity, and unique cultural options for an unforgettable event.



Website: <http://www.slcc.ca/host-an-event/>

Whistler Olympic Sliding Centre

Hosting a meeting at the Whistler Sliding Centre is a unique experience. Surrounded by mountain views and a world class Olympic sport facility, the venue boasts a number of excellent rental spaces to host any group. Working with the facility, an appropriate space can be determined based on the vision of your meeting and scope.



Website: www.whistlerslidingcentre.com





Whistler Olympic Park

Whistler Olympic Park, site for all cross-country skiing, biathlon, Nordic combined, and ski jumping competitions during the Vancouver 2010 Olympic and Paralympic Winter Games, now offers a spectacular venue for meetings, conferences and other events. Whistler Olympic Park is located about 20kilometers south of Whistler Village.

Website: www.whistlerolympicpark.com



Delegate Services Program

Tourism **Whistler's Visitor Services Department is pleased to offer a Delegate Services program aimed to enhance conferences utilizing the Whistler Conference Centre.** Working with meeting planners, we are able to enhance a group's program by adding diversity and services that will allow delegates and guests to maximize their time in Whistler, make their trip more enjoyable, and to ensure the overall Whistler conference experience is extraordinary.

From ATVing to Ziplining and Babysitting to Village Tours, everything that Whistler has to offer is at our fingertips and ready to be custom tailored to each groups needs. The delegate services program offerings include group activity programs, spousal programs, dine-arounds, village tours, information/ concierge desk, virtual concierge link from registration website, child care and much more!

For a detailed quote on any Delegate Services outlined above, please have your Conference Services Manager direct you to one of our Visitor Services Management team.



Tourism Whistler

Tourism Whistler is the convention and visitors' bureau for Whistler. Our Meetings and Incentive team has booking, accommodation and programming information at their fingertips so you'll have everything you need to make your next meeting a huge success. Think of it as one-stop-shopping for meeting planners. Our Conference Sales team can also assist in coordinating site inspections that include the Whistler Conference Centre, accommodations and off-site venues.

We look forward to working with you on the 20th Congress of the International Ergonomics Association in 2018. Once you have selected a property or selection of accommodations, we will put you in touch with the appropriate Sales Manager(s) to contract directly with the property. In the meantime, should you have any further questions, please feel free to contact me directly at 604.938.2776 or via e-mail at smuscat@tourismwhistler.com.

Kindest Regards,

Suzanne Muscat
Sales Manager
Whistler Conference Centre



20th Congress of the International Ergonomics Association ~ Meeting Space

Venue	Ballroom/Exhibit Space (square footage)	# Breakout Rooms	Total Space (square footage)
Fairmont Château Whistler www.fairmont.com	20,800 sq ft	11	32,000 sq ft
Four Seasons Resort Whistler www.fourseasons.com/whistler	3,800 sq ft	4	6,520 sq ft
Hilton Whistler Resort & Spa www.hiltonwhistler.com	4,042 sq ft	7	10,000 sq ft
Nita Lake Lodge www.nitalakelodge.com <i>**transportation required from Village**</i>	2,500 sq ft	3	6,800 sq ft
Westin Resort & Spa www.westinwhistler.com	10,508 sq ft	10	18,180 sq ft
Whistler Conference Centre www.whistler.com/meetings	23,000 sq ft	14	65,000 sq ft
Small Meeting Hotels www.whistler.com	(variety)	(variety)	20,080 sq ft
Total Meeting Space	64,650+ sq ft	49+	158,580 sq ft

(Prices quoted are based on 2011's pricing and are subject to a maximum increase of 5% per annum)

Conference hotels require a guaranteed guestroom block, per night, to contract the Ballroom and maximum number of meeting rooms offered above.

Please see below Table B for minimum rooms to book maximum meeting space.





20th Congress of the International Ergonomics Association

May 26, 2018 – June 1, 2018

~ or ~

June 4 – 8, 2018

TABLE B

**Date: September 13, 2011
REQUESTED GUESTROOM BLOCK**

Suite Type	# Suites Per Night	Rates Offered Per Night
Studio Suite *sleeps 1 – 2*	2,146	\$70 - \$400
1 Bedroom Suite *sleeps 1 – 3*	740	\$78 - \$309
2 Bedroom Suite *sleeps 2 – 4 *	268	\$124 - \$359
3 Bedroom Suite *sleeps 3 – 6*	24	\$249 - \$599
Deluxe Suites *Hospitality and/or guestrooms*	25	\$299 - \$489
TOTAL GUESTROOMS AVAILABLE PER NIGHT		3,203

The noted hotels have confirmed guestroom availability and rates for your group as per the individual room blocks noted below. Kindly review the following and select which properties best suit your group's requirements. Additional information on each property is available upon request. Tourism Whistler has developed a Whistler-specific accommodation rating system, the Whistler Peaks Rating System, providing consumers with valuable information regarding the various types of accommodation available in the resort. For more information please see http://www.whistler.com/peak_ratings





Name of Property	Complimentary Rooms	Total Rooms Available Per Night	Number of Rooms	Room Type	Rate	Meeting Space
Aava Whistler Hotel www.aavawhistlerhotel.com 3 Peaks	1/30 rooms complimentary	113	110 3	Standard Room Superior Room	\$89 \$267	Approximately 1,300 sq ft of Meeting & Function Space
Comments: <ul style="list-style-type: none"> - Maximum increase 3% per annum - Complimentary internet throughout property - White Spot Restaurant on-site 						
Blackcomb Lodge By Whistler Premier www.blackcomblodge.com 3 Peaks	n/a	30	15 15	Studio Studio Loft	\$109 \$129	Approximately 350 sq ft of Meeting & Function Space
Comments: <ul style="list-style-type: none"> - Maximum increase 2% per annum - Two (2) night minimum stay required - Araxi Restaurant on-site 						
Coast Blackcomb Suites at Whistler www.coastblackcombsuites.com 3 ½ Peaks	1/25 rooms complimentary	186	84 57 45	Studio 1 Bedroom 2 Bedroom	\$89 \$57 \$129	Approximately 1,240 sq ft of Meeting & Function Space
Comments: <ul style="list-style-type: none"> - Maximum increase 2% per every two (2) years - All suites are equipped with full kitchen and private balcony - Complimentary wireless internet - Complimentary breakfast buffet daily as part of general hotel service - Complimentary Village Shuttle daily 						
Crystal Lodge www.crystal-lodge.com 4 Peaks	1/40 rooms complimentary	148	82 61 11 2 2	Traditional Deluxe Studio 1 Bedroom 2 Bedroom 3 Bedroom	\$115 \$145 \$175 \$244 \$344	Approximately 1,780 sq ft of Meeting & Function Space
Comments: <ul style="list-style-type: none"> - Approximate price for 2018 – to be confirmed closer to the date; Rates flexible with early commitment - Complimentary internet in guestrooms - Complimentary local and long-distance calling (including international calls) - Ric's Grill, the Mix by Ric's Tapas and the Old Spaghetti Factory on-site 						



Delta Whistler Village Suites www.deltahotels.com 4 Peaks	1/40 rooms complimentary	275	70 22 183 (Combo)	Comfort Room Studio 1 Bedroom 2 Bedroom	\$99 \$103 \$109 \$159	Approximately 3,000 sq ft of Meeting & Function Space
Comments: <ul style="list-style-type: none"> - Above rates are for 2012 and is subject to a maximum rate increase of 5% per annum - Complimentary internet in guestrooms - Twenty-five (25) complimentary upgrades per night - Complimentary Local and 1-800 calls from guestrooms - Elephant & Castle Pub and Hy's Steakhouse on-site 						
Evolution at Creekside www.lodgingovations.com 4 Peaks	1/25 rooms complimentary	30	15 15	1 Bedroom 2 Bedroom	\$129 \$159	No Meeting Space at Hotel
Comments: <ul style="list-style-type: none"> - Maximum increase of 3% per year - Contract would include guestrooms at Legends, First Tracks Lodge & Evolution (130 rooms in total) - Complimentary parking for one car per suite, per night - Located in Whistler Creekside, 4km south of Whistler Village and just steps from the Creekside shops, restaurants and Creekside Gondola 						
Fairmont Château Whistler www.fairmont.com 4 ½ Peaks	1/50 rooms complimentary	500	179 155 125 16 15 10	Fairmont Room Deluxe Studio Deluxe Slopeside 1 Bedroom Fairmont Gold Valley Suite	\$169 \$199 \$219 \$269 \$299 \$489	Approximately 32,000 sq ft of Meeting & Function Space
Comments: <ul style="list-style-type: none"> - Above rates are confirmed for 2014, and subject to a maximum increase of 4% per annum - Complimentary internet for Fairmont President's Club Members (free to join) - Mallard Lounge, The Wine Room, Wildflower Restaurant and Portobello Deli on-site - Vida Spa on-site 						
First Tracks at Creekside www.lodgingovations.com 4 Peaks	1/25 rooms complimentary	40	10 20 10	1 Bedroom 2 Bedroom 3 Bedroom	\$139 \$169 \$269	No Meeting Space at Hotel
Comments: <ul style="list-style-type: none"> - Maximum increase of 3% per year - Contract would include guestrooms at Legends, First Tracks Lodge & Evolution (130 rooms in total) - Complimentary parking for one car per suite, per night - Located in Whistler Creekside, 4km south of Whistler Village and just steps from the Creekside shops, restaurants and Creekside Gondola 						



Four Seasons Resort Whistler www.fourseasons.com/whistler 5 Peaks	1/50 rooms complimentary	260	17 39 81 40 29 54	Resort King Superior Deluxe Premier Executive Suite Deluxe Exec Suite	\$265 \$275 \$285 \$295 \$350 \$400	Approximately 6,500+ sq ft of Meeting & Function Space
Comments: <ul style="list-style-type: none"> - Above rates are <u>guaranteed</u> for 2018 - One (1) complimentary upgrade to a Four Seasons Executive Suite for every 25 rooms contracted per night - Complimentary wireless internet in guestrooms - Fifty-Two 80 Bistro and Sidecut Restaurant on-site - Four Seasons Resort Spa on-site 						
Hilton Whistler Resort & Spa www.hiltonwhistler.com 4 ½ Peaks	1/45 rooms complimentary	240	70 85 62 13 10	Hilton Room King/Qn Jr Suite Whistler Jr Suite 1 Bedroom 2 Bedroom	\$209 \$209 \$239 \$279 \$359	Approximately 10,000 sq ft of Meeting & Function Space
Comments: <ul style="list-style-type: none"> - Above rates are <u>guaranteed</u> for 2018 - Complimentary upgrade to the Mountain Suite at Hilton Room rate - Cinnamon Bear Bar & Grille and Teppan Village on-site - Taman Sari Spa on-site 						
Holiday Inn Sunspree Resort www.whistlerhi.com 3 Peaks	1/25 rooms complimentary	100	24 65 3 8	Studio Deluxe Studio 1 Bedroom 2 Bedroom	\$89 \$99 \$129 \$149	No Meeting Space at Hotel
Comments: <ul style="list-style-type: none"> - Mongolie Grille, Three Below and Grass Roots Pizza on-site 						
Legends at Creekside www.lodgingovations.com 4 Peaks	1/25 rooms complimentary	60	20 30 10	1 Bedroom 2 Bedroom 3 Bedroom	\$119 \$149 \$249	Approximately 2,200 sq ft of Meeting & Function Space
Comments: <ul style="list-style-type: none"> - Maximum increase of 3% per year - Contract would include guestrooms at Legends, First Tracks Lodge & Evolution (130 rooms in total) - Complimentary parking for one car per suite, per night - Located in Whistler Creekside, 4km south of Whistler Village and just steps from the Creekside shops, restaurants and Creekside Gondola 						



Listel Whistler Hotel www.listelhotel.com 3 Peaks	1/40 rooms complimentary	98	93 3 2	Hotel Room Studio 1 Bedroom	\$139 \$199 \$269	Approximately 1,400 sq ft of Meeting & Function Space
Comments: <ul style="list-style-type: none"> - Rate to be confirmed two (2) years prior - Complimentary Continental Breakfast currently included in guestroom rate - Complimentary wireless internet - Bearfoot Bistro on-site 						
Mountainside Lodge www.mountainsidelodge.ca 3 ½ Peaks	1/30 rooms complimentary	30	15 15	Studio Suite Loft Suite	\$249 \$309	No Meeting Space at Hotel
Comments: <ul style="list-style-type: none"> - Approximate price for 2018 – to be confirmed closer to the date - All suites include kitchen and full bath - La Trattoria di Umberto Ristorante on-site 						
Nita Lake Lodge www.nitalakelodge.com 4 Peaks	n/a	77	38 26 13	Studio 1 Bedroom 2 Bedroom	\$219 \$259 \$429	Approximately 6,800 sq ft of Meeting & Function Space
Comments: <ul style="list-style-type: none"> - Approximate price for 2018 – to be confirmed closer to the date - Complimentary upgrades to Rainforest & Glade Suites - Three (3) complimentary upgrades to 1 Bedroom Suites; Two (2) complimentary upgrades to 2 Bedroom Suites at Studio rate - Located on Nita Lake in Whistler Creekside, 4km south of Whistler Village and just steps from the Creekside shops, restaurants and Creekside Gondola - Complimentary wireless internet throughout property - Aura Restaurant and Cure Lounge on-site - Ashram Spa on-site 						
Pan Pacific Whistler Mountainside and Village Centre www.whistler.panpacific.com 4 Peaks & 4 ½ Peaks	1/30 rooms complimentary	150	40 70 38 2	Studio 1 Bedroom 2 Bedroom 3 Bedroom	\$169 \$239 \$329 \$599	Approximately 5,500 sq ft of Meeting & Function Space
Comments: <ul style="list-style-type: none"> - Approximate price for 2018 – to be confirmed closer to the date - Complimentary internet - Dubh Linn Gate Pub on-site (Mountainside), Pacific Bistro on-site (Village Centre) - Complimentary breakfast daily as part of general hotel service (Village Centre property only) 						



Pinnacle International Hotel www.whistlerpinnacle.com 3 ½ Peaks	1/30 rooms complimentary	75	\$135	Studio	\$135	Approximately 1,100 sq ft of Meeting & Function Space
Comments: <ul style="list-style-type: none"> - Approximate price for 2018 – to be confirmed closer to the date - All suites are self-contained suites with full kitchens & gas fireplaces - Alta Bistro and Quattro Ristorante on-site 						
Cascade Lodge, Glacier Lodge Aspens on Blackcomb Operated by: Resort Quest www.resortquest.com	Negotiable	190	15 70 90 15	Hotel Room Studio 1 Bedroom 2 Bedroom	\$70 \$78-\$85 \$78-\$93 \$125	No Meeting Space at Hotel
Comments: <ul style="list-style-type: none"> - Maximum increase of 2% per annum - Resort Fee currently at 6% - Minimum 3-night stay required 						
Summit Lodge www.summitlodge.com 3 ½ Peaks	1/20 rooms complimentary	60	55 5	Deluxe Studio 1 Bedroom	\$120 \$160	Approximately 855 sq ft of Meeting & Function Space
Comments: <ul style="list-style-type: none"> - Approximate price for 2018 – to be confirmed closer to the date - Complimentary internet throughout property - Complimentary parking if driving a hybrid vehicle - Rates valid for two (2) days pre- and post-Conference - Elements Urban Tapas and Sachi Sushi on-site - Taman Sari Spa on-site 						
Sundial Boutique Hotel www.sundialhotel.com 4 Peaks	n/a	40	22 18	1 Bedroom 2 Bedroom	\$139 \$199	Approximately 580 sq ft of Meeting & Function Space
Comments: <ul style="list-style-type: none"> - Sushi Village, The Chinese Bistro, Fat Tony's Pizza and Black's Original Restaurant & Pub on-site - Outside catering required, Whistler Cooks recommended 						
Tantalus Lodge www.tantaluslodge.com 3 Peaks	1/25 rooms complimentary	40	40	2 Bedroom	\$140	No Meeting Space at Hotel



Comments: - Rates confirmed for 2012 and are subject to change						
Westin Resort & Spa www.westinwhistler.com 4 ½ Peaks	1/40 rooms complimentary	351	193 157 1	Junior Suite 1 Bedroom Mountain Suite	\$159 \$179 \$339	Approximately 18,200 sq ft of Meeting & Function Space
Comments: - Rates confirmed for 2012 and are subject to a maximum increase of 2% per annum - Aubergine Grille and Fire Rock Lounge on-site - Avello Spa on-site						
Whistler Village Inn & Suites www.whistlervillageinn.bc.ca 3 Peaks	1/25 rooms complimentary	50	15 15 10 10	Hotel Room Studio Junior Loft Mountain Loft	\$119 \$119 \$149 \$169	Approximately 800 sq ft of Meeting & Function Space
Comments: - Maximum annual increase is 4% per annum, prices to be confirmed closer to the date - The Keg on the Mountain Restaurant on-site						

These net rates are quoted in Canadian Funds based on single or double occupancy (unless otherwise noted) and are subject to Provincial and Federal taxes prevailing at time of occupancy.

Hotel & Conference Centre rates are quoted as of September 2011. Please refer to maximum annual percentage rate increases noted on this proposal.

All rates for 2018 will be guaranteed at finalization of contract.

**Thank you for your consideration of Whistler!
We look forward to welcoming you and your group in 2018.**



**Appendix 4: IEA Basic Documents – IEA Triennial Congress – Article 5:
Technical Program**

Article 5. Technical Program

The technical program should be developed in close cooperation with the Science and Technology Committee and its various Technical Committees. The sponsoring society must ensure that during the period of the Congress, provision is made for a combination of superior quality technical sessions, both plenary and special interest, professional visits, if appropriate, and social events. The speakers at the plenary sessions will be selected with the advice of Council, will be of an international standing or of other high reputation, and in total will represent the international scope of ergonomics and emerging interests. Themes and topics must have the approval of the Council. The success of an international conference depends not only upon formal presentations, but also upon facilities for interpersonal contact and the interchange of ideas and views by discussion both formal and informal. In addition to ensuring that space is available for informal discussions, time should be allowed in the program for the exchange of ideas and views.

At least one and one half hours during the Congress must be scheduled for the IEA General Assembly, chaired by the President. No other activities are to be scheduled during this time block.

On the final day of the Congress, a "Futures Panel" shall be scheduled for one and one half hours. This panel discussion is organized by the Development Committee and addresses topics, trends, and forecasts concerning the future of ergonomics.

Advice should be sought from the Science and Technology Committee regarding the status of poster presentations, paper length for publication in proceedings, acceptance of papers, inviting speakers, selection of papers and themes, policy related to registration of presenters for purposes of inclusion in proceedings, etc.

In addition to advice from the Science and Technology Committee, two persons nominated by the IEA Executive Committee shall serve as members of a Scientific Advisory Committee which shall be formed by the organizers of a Triennial Congress and which shall meet at least twice to oversee the planning of the technical program.

Audio-Visual Guidelines: Presenters should be provided a standard set of guidelines for the preparation of audio-visual aids. All audio-visual material should be examined by technical staff prior to their presentation to ensure reasonable compliance with the guidelines. Presenters should be advised well in advance that aids which do not conform with the guidelines may be rejected. A facility for the on-site preparation of audio-visual materials would be desirable. Instructions on the use of audio-visual equipment should be provided on-site to all presenters and session chairpersons to ensure the proper use of the equipment. A rehearsal room, complete with projectors, should be provided for use by presenters. Audio-visual technicians should be readily available, ideally in each room, to operate audio-visual equipment and to assist with the presentations.

Exhibits: Exhibits may be arranged by the organizers providing they are not subsidized by registration income. Publications related to the exhibits must include a disclaimer stating that the IEA does not necessarily endorse the products or services being exhibited. Notwithstanding the disclaimer, the organizers must endeavor to ensure that the products and services being exhibited are of high quality and appropriate to the audience. Sustaining members of the IEA with the highest levels of contribution would be entitled to a complimentary standard booth.