



Chamber of
Commerce
Executives
of Alberta

Assoc. des cadres
des chambres
de commerce
de l'Alberta

HOST PROPOSAL

Summit 2027

Every summer CCEA hosts a professional development Summit for Chamber staff. The purpose of this event is to provide learning, mentoring and networking opportunities for Chamber professionals across Alberta.

We are looking for hosts who are enthusiastic about showcasing their community, and supporting the professional development of Chamber professionals across Alberta.

Timing:

Summit is typically hosted during the second week of June, starting with a lunch at 12:00pm on Wednesday, and ending with a to-go lunch on Friday at 12:00pm.

The CCEA Chapter Committee will consider alternative dates in June, and encourages interested hosts to propose the dates that work best for their organization and community.

Attendance:

We expect 30-40 attendees and conference sponsors.

Conference Program:

The host Chamber will work with the CCEA Chapter Committee to prepare the conference program. A typical event includes:

Day 1: Hotel check-in, lunch, conference sessions / community tours, group dinner and evening activity

Day 2: Breakfast & lunch, conference sessions/ community tours, group dinner and white elephant gift exchange

Day 3: Breakfast, conference sessions/ community tours and a to-go lunch

Budget:

Revenue:

We anticipate that the event will generate \$17,000 in revenue from registration fees and sponsorships.

Host Chambers typically secure additional local sponsorships (cash and in-kind) to help offset the cost of hosting the event.



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Expenses:

The conference budget should include all anticipated expenses including:

- Venue rental
- Audio-visual equipment
- Conference meals, coffee throughout the event, snacks
- Day 1 group dinner and evening activity
- Day 2 group dinner (includes the white elephant gift exchange)
- Transportation, if needed

There is an option for everyone to pay for their own meal and drinks during the day 2 group dinner and white elephant gift exchange.

The budget should include CCEA's approved expenses:

- \$3000 for speaker fees
- \$500 contingency

Revenue Share:

To ensure the opportunity to host Summit is accessible to Chambers of all sizes across the province, CCEA will split the event's net profit 50/50 with the host community.

The event's net profit will be calculated after all revenue has been collected, and all expenses paid.

See CCEA's Surplus and Deficit Policy for detailed information.

Interested in Hosting?

Submit a brief Expression of Interest that includes the following information:

- Proposed conference budget in an excel spreadsheet
- Hotel information and room rates for conference attendees
- Suggestions for the day 1 group dinner and evening activity
- Suggestions for the day 2 group dinner
- Ideas for unique and fun community tours
- Potential speakers and local expertise for professional development training
- Whether a shuttle will be required for the conference and activities

Submit your Expression of Interest to:

Alberta@CCEC.biz and ExecutiveDirector@CCEC.biz by December 31, 2026.