

Convention Information

Convention Dates:	September 21st - 23rd, 2022
Location:	Chicago, IL
Early Bird Registration:	June 1 st - August 12 th
Early Bird Cost:	\$1,099.00
Registration:	August 13 th
Registration Cost:	\$1,199.00

Application Deadline:

June 10th, 2022, 12:00 PM NOON

Grant winners and other applicants will be notified via email upon determination of the award

The **CREW Network Convention** is the networking and professional development event of the year for professionals in CREW. By participating, you will enjoy inspiring and knowledgeable speakers, forward-thinking educational sessions, excellent local learning excursions and endless opportunities for networking with successful professionals of every discipline in commercial real estate. More information about this great event can be found at: <https://www.crewnetwork.org/events/conventions.aspx>

Grant Information

CREW Greater Cincinnati is awarding **\$10,000** in grant monies for the 2022 CREW Convention. You must be a member to apply and receive a grant. This grant can be applied to aid in the following:

- Convention registration fee
- Coach airfare
- Ground transportation
- Hotel room and taxes for up to 3 nights
- Meals

**Note: The grant may not cover all of your expenses. All expenses must be documented in order to receive reimbursement from CREW Greater Cincinnati. Any additional expenses will be the responsibility of the attendee.*

Grant Application Requirements

1. Active member of CREW Greater Cincinnati for a minimum of 2 years.
2. Completed CREWbiz™ profile including photo.
3. Letter(s) of recommendation or recommendation form(s) must be submitted. If you serve on a committee, please ask your committee chair to write a recommendation letter or fill out the recommendation form.

Grant Recipient Responsibilities

1. Must attend convention in person every day. Attend general sessions and selected breakouts.
2. Prepare an article for CREW Greater Cincinnati marketing material (500 words) on your convention experience in particular one session, event, or speaker you plan on attending. Article is due within 2 weeks after the convention. You may be asked to participate in a members'-only event to share your learning experiences with those who may not have had the opportunity to attend convention.
3. All expenses must be supported by receipts and will be submitted using the CREW-approved expense form. Provide receipts evidencing amount of expenses (convention registration, hotel, air).
4. Prior to submitting the expense report, the grant recipient's convention article must be submitted. Expenses are subject to the policy described below.

CREW Greater Cincinnati Convention Grant Expense Policy

The Convention Grant covers the following expenses up to the above allotted total for the year:

- Convention registration fee
- Coach airfare
- Ground transportation
- Hotel room and taxes for up to 3 nights
- Up to \$50 for a dine-around (receipts required—you can take a photo of the group receipt, if there is no individual one, or get a receipt from your host)

No other expenses will be reimbursed. Examples of *excluded* expenses that will not be reimbursed, include:

- Optional learning excursions
- Foundation fundraiser event
- Alcoholic beverages
- Additional hotel nights

To be considered for reimbursement, expenses and convention article must be submitted no later than 14 days after the convention; otherwise, the grant will be forfeited. Please submit via email to Melissa Wilhelm Melissa.Wilhelm@CBRE.com

Failure to adhere to the listed requirements and responsibilities are cause for forfeiture of the grant.