

2016 Special Event

Friday, January 1, 2016

Saturday, January 2, 2016

Time	Activity	Meeting space	Catering	Audio/visual
6:00 a.m. - 24H hold	Registration set up	Room 414, Conference for 8, tables around the perimeter for inventory	Not applicable	(1) wireless internet connection; (1) Laser Jet Color/BW Printer
10:00 a.m. - 5:00 p.m.	Workshop Session	Room 404, U-shaped	Not applicable	(10) wireless internet connections; LCD projector and screen. No laptop.
Noon - until finish	Registration Set Up continues	Room 414	Not applicable	Previous

Sunday, January 3, 2016

Time	Activity	Meeting space	Catering	Audio/visual
24 Hour	Headquarters	Room 414 - previous	Not applicable	(1) wireless internet connection, NOTE - No printer on this day
6:00 a.m.	Melva Set Ups	Salon DE Foyer	Not applicable	Not applicable
7:00 - 7:15 a.m.	Melva checks on Breakfast	Salon C	Not applicable	Not applicable
7:30 - 8:30 a.m.	Registration Opens	Salon DE Foyer	Not applicable	4 (6ft) tables; 4 chairs ideally near a power source to plug in laptop. <u>Note:</u> May require additional tables onsite.
7:30 - 8:30 a.m.	Breakfast	Salon C - Overset, rounds of 10 for 150	(140) Deluxe banquet menu including enhancements - eggs, hash browns, bacon and sausage, pancakes, waffles, and french toast.	3 wireless microphones; wireless mouse; LCD projector package including laptop and audio
8:30 - 10:00 a.m.	Welcome & Kick-Off	Salon DE- per diagram	Not applicable	Previous

9:00 - 10:00 a.m.	Keynote Presentations	Salon DE - previous	
10:00 - 11:00 a.m.	Keynote Presentations	Salon DE - previous	
10:00 - 11:00 a.m.	Breakout #1	Room 400, theater for 40, (1) head table with 2 chairs	
10:00 - 11:00 a.m.	Breakout #2	Room 404, theater for 40, (1) head table with 2 chairs	
11:00 a.m. - Noon	Breakout #4	Salon DE - previous	
11:00 a.m. - Noon	Breakout #5	Room 400 - previous	
11:00 a.m. - Noon	Breakout #6	Room 404-previous	Tex Mex custom buffet featuring blue cornmeal, yuca, pork
Noon - 1:00 p.m.	Luncheon	Salon C	ifact-9. <</MCI39d E57622.576.Tw -82(T)-fl39d E547-4.7576.Tv