

2016 Special Event				
Friday, January 1, 2016				
Time	Activity	Meeting space	Catering	Audio/visual
2:00 p.m.	Team meeting	Room 602		
3:00 p.m.	Executive meeting	Room 602	Not applicable	Not applicable
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

10:00 - 10:15 a.m.	Coffee Break	N/A		Not applicable
10:15 - 11:45 a.m.	Change Management Keynote	Salon DE- previous	Not applicable	Previous
11:45 a.m. - 1:15 p.m.	Lunch	Salon C - previous	(140) Wednesday Comfort food buffet including tossed cobb salad, sliced mozzarella and tomato salad, vegetarian lasagna, country style fried chicken, meatloaf with BBQ sauce, mashed potatoes, green beans almondine. Make your own cheesecake bar.	
1:15 - 2:30 p.m.	Keynote Presentations	Salon DE - previous		Add (1) lavalier microphone for this session only
2:30 - 2:40 p.m.	Coffee Break	Not applicable		
2:30 - 3:30 p.m.	Keynote Presentations	Salon DE - previous		Previous
3:30 - 3:45 p.m.	Coffee Break	Salon DE	Not applicable	
4:00 - 5:00 p.m.	Keynote Panel	Salon DE - previous		Previous
6:00 - 7:30 p.m.	Reception	Salon C	(150) Buffet style appetizers including: Scallops on a watermelon pistachio and cucumber salad, wild mushroom ragout, gorgonzola crème brulee topped with arugula salad, Italian spedeni (onions, peppers, cheese & tortellini in a light vingerette). PASTA station featuring penne pasta with Italian sausage, roasted vegetable bow tie salad, catavappi past with shrimp. CARVING STATIONS: Whole beef and BBQ Turkey Breast.	
Monday, January 4, 2016				
Time	Activity	Meeting space	Catering	Audio/visual
24 Hour	Headquarters	Room 414- previous	Not applicable	Previous
7:30 - 8:30 a.m.	Breakfast	Salon C - previous	Modified deluxe breakfast menu to include: orange, apple and cranberry juice, fresh fruit coupe, assorted bagels, omelet station and breakfast potatoes. N	
8:30 - 9:00 a.m.	Kick-Off Day #2	Salon DE - 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		
Noon - 1:00 p.m.	Luncheon	Salon C	Mexican custom burrit featuring blue corn chips, salsa verde and guacamole. Hill Country Greens with queso fresco, crisp onions, applewood bacon with jalapeno ranch dressing, marinated jicama salad. Build your own fajitas featuring marinated flank steak, grilled chicken and baked sea bass, mozzarella stuffed apreas, vegetarian rice, and beans. Desserts - Tres Leches and Churros with Honey .	
1:00 - 2:45 p.m.	Keynote	Salon DC - previous		Previous
2:45 - 3:00 p.m.	Closing Program	Salon DE -previous		Previous