



## *International Field Directors and Technologies Conference*

February 24, 2011 Organizers Conference Call Notes:

Participating in the call, Kelly (Elver), Lisa (Klein), Rita (Koontz), Vince (Parker) Joyce (Sweeney)

### AGENDA:

1. Registration Fee Compilation
2. Family Meal Option
3. Bylaws
4. Preliminary Program
5. Registration Timeline
6. OTHER

### NOTES:

1. Pricing of food and beverage items for the 2011 conference has been compiled, along with other costs for the 2011 IFD&TC. Vince (Parker) will compile the costs into the IFD&TC Registration Fee Pricing spreadsheet to calculate the 2011 registration fee. Conference organizers will work together to refine and set the fee by March 4, 2011.
2. A guest meal plan will be instituted for the 2011 conference. Guests may purchase meal or reception tickets and will have a guest badge indicating tickets purchased.
3. The IFD&TC draft bylaws have been received from Grant Benson and bylaw committee members, Marion Schultz, Washington State University; Lew Berman, CDC; Rick Myles, York University and Loral Hill, RAND Corporation. A review has been completed by the Advisory Team, Tim Gabel, RTI International; Michael Gerling, USDA/NASS; and Cheryl Wiese, University of Michigan. The next step will be for the 2011 Organizers to review.
4. The 2011 Preliminary Program is compiled and ready for distribution to the team. Review and refinement will continue into early March when 2011 IFD&TC registration will be opened. Refinement of the program continues until printing for the conference, but most is accomplished prior to the opening of registration.
5. Target date to open IFD&TC 2011 registration is March 10, 2011.
6. OTHER:
  - a. Joyce (Sweeney) reported that Carole Kindred, (JHG Marketing, Tampa Bay Office, 786 Lantern Way, Clearwater, FL 33765, Phone (727) 443-5511) on behalf of IFD&TC has asked the Hilton Walt Disney World to begin the process of drafting a contract for the 2012 IFD&TC. The other hotels will not be eliminated until after it is known if satisfactory arrangements can be made with the Hilton.
  - b. Next call is March 10, 2011, call ended. Respectfully submitted, Rita Koontz

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Attention Rita Koontz, or Lisa Klein Co-Registration Coordinators

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