



Time	Activity	Meeting space	Catering	Audio/visual
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2:00 p.m.	Team meeting	Room 602		
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3:00 p.m.	Executive meeting	Room 602	Not applicable	Not applicable
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6:00 a.m. - 24H hold	Registration set up	Room 414, Conference for 8, tables around the perimeter for inventory	Not applicable	
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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	<p>Mexican custom buffet 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 peppers, vegetarian rice, and beans.</p> <p>Desserts - Tres Leches and Churros with Honey .</p>
1:00 - 2:45 p.m.	Keynote	Salon DC - previous	Previous
2:45 - 7:00 p.m.		Salon DE34-previous	