

From: [David Baltensperger](#)
To: [Carol Rhodes](#)
Cc: [David Baltensperger](#)
Subject: Fwd: 2010 Texas A&M AgriLife Conference -- Call for Conference Workgroup Meetings/Workshops/Professional Development Sessions, Seminars
Date: Wednesday, October 28, 2009 6:11:07 PM
Attachments: [2010 Texas AM AgriLife Conference -- Call for ConferenceWorkgroup Meet... \(71.6 KB\).msg](#)

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Subject: 2010 Texas A&M AgriLife Conference -- Call for Conference Workgroup Meetings/Workshops/Professional Development Sessions, Seminars
Date: Wednesday, October 28, 2009 6:07:39 PM
Attachments: [MEETING and ROOM REQUEST.doc](#)
[MEETING and ROOM REQUEST.pdf](#)
Importance: High

This year's **2010 Texas A&M AgriLife Conference, "Shaping the World,"** will be held from January 11 to 15 on the Texas A&M University Campus.

This will serve as the **"annual call" for conference meetings.** The Texas A&M AgriLife Conference offers your department, unit or work group with an opportunity to schedule a meeting/workshop during this annual conference. To assist you in your planning efforts, the attached overview provides an outline of the conference program to include meetings and activities that have been scheduled to date. [Please note: this request is also being sent to each individual who hosted/coordinated a meeting during last year's conference.]

If you are interested in scheduling an activity during this year's conference, please complete the attached form [*provided as a WORD and PDF file*] indicating the nature of the session (workshop, meeting, etc...), the presenter(s) or meeting chair, and preferences for day and time. You must return this form if you wish to have a room scheduled for your meeting and have it appear on the conference website, registration information and final printed program. Toni Beamon and I will be coordinating the conference schedule and assisting you with specific room and meeting needs. Please note that due to the MSC construction, room availability will be constrained this year, and we appreciate your consideration in hosting your meeting in an alternative location across campus.

In order to meet your scheduling needs, please return the attached form to Toni Beamon via e-mail or fax (979.845.0181) as soon as possible and no later than Monday, November 9. Room requests will be filled on a first-come, first-scheduled basis.

Patricia Gerling, Conference Team Coordinator
Assistant Vice Chancellor for University and System Relations
Vice Chancellor/Dean's Office p-gerling@tamu.edu 979.845.4756

Toni Beamon

Vice Chancellor/Dean's Office t-beamon@tamu.edu 979.847-9066

Patricia W. Gerling M.Ed. '04

Assistant Vice Chancellor for University and System Relations
Texas A&M AgriLife

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979.845.4756 | 979.845.0181 FAX

p-gerling@tamu.edu

<http://agrilife.tamu.edu>

NOTE NEW OFFICE LOCATION: Room 208, Wells Fargo Building, Bryan - Texas



Please consider the environment before printing this e-mail

**2010 Texas A&M AgriLife Conference
REQUEST TO SCHEDULE A WORKSHOP/SEMINAR/MEETING**

Actual Title of Meeting/Workshop *[for Printed Program/Website]:* _____

Preferable Date/Time of Program/Activity: _____

Is meeting open to all conference attendees or intended for a specific audience? _____

Vignette/Message [as appropriate, those meetings/forums that are open to all conference attendees will include a vignette message regarding the purpose of the forum [e.g., tour, demonstration, meeting, forum, meetings, etc...]] to encourage participation and attendance

Room Needs (*approx. # of participants/attendees*) _____

Lecture Set-up (chair only): _____ Workshop Set-up (tables/chairs): _____

Meeting Style: Conf. Table _____ Hollow-Square _____ Open -U _____

Other (please describe) _____

Special Needs: Slide Projector _____ Overhead Projector _____
Podium _____ Computer/ethernet connection _____
Other (equipment, A/V table, microphone, etc ; _____

NOTE: All meeting organizers are responsible for providing their own computer & computer projector

Name of Contact / Requesting Party: _____

Telephone # _____ **Fax #:** _____

E-mail address: _____

Additional Notes: _____

=====

CONFIRMED INFORMATION (to be completed by Vice Chancellor's Office)

Room Assigned: _____

Date / Time: _____

Room Set-Up: Lecture: _____ Workshop: _____
Meeting Set-Up: Conference Table _____ Hollow-square _____ Open-U _____
Other: _____

Special Needs: Slide Projector _____ Overhead Projector _____
Podium _____ Computer/Ethernet connection _____
Other _____

(Submit form no later than noon on MONDAY, NOVEMBER 9, to Toni Beamon 979.845.0181 FAX)

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