

NACAA 2007 Room Assignments – Grand Rapids, MI.

Revised 7/11/07

Recent changes are in **blue**. Corrections to the official conference program are in **Red**.

Day	Time	Location	Room	Event	Set-Up	#Attend (#) = room capacity	AV Needs	Misc
Thur. July 12	Noon	Amway	Vandenburg B	Temporary Storage Room				Items may be dropped in this room on Thurs. & Fri
Fri Jul 13 --all week	All week	Amway	Vandenburg A	Computer & Lab	Tables around perimeter		20 Lap tops	
Fri Jul 13	All week	Amway	Lyon	Scholarship Committee Storage & Additional Storage Room	Six tables on outside walls			Room dimension 18 X 16
Fri Jul 13	All week	Amway	Campau	A. V. Storage				Not available until Friday evening
Fri Jul 13	All week	DeVos	North Loading Dock	Spartan Depot			Eight rectangular tables	Contact Paul Gross, MI
Fri Jul 13	7am			Pre-Conference Livestock Seminar and Tour (2 days)				
Fri Jul 13	8am-5pm	Amway	Imperial	NACAA Board Meeting	Board Room	20 (150)	Board Seating for 25 in horseshoe with tables, plus 2 side tables, and audience seating for 20 -40	
*	*	*	*	Saturday	*	*	*	*
Sat Jul 14	All week	Amway	Campau	A.V. Storage				
Sat Jul 14	7:30am	Amway	Garden Court Lounge	Staging for Pre-Conference Horticultural Tour				
Sat Jul 14	8am-3pm	Amway	Imperial	NACAA Board Meeting	Board Room	20 (150)	Board Seating for 25 in horseshoe with tables, plus 2 side tables, and audience seating for 20 -40	

Day	Time	Location	Room	Event	Set-Up	#Attend (#) = room capacity	AV Needs	Misc
Sat Jul 14	9am-5pm	Amway	Lyon	Scholarship Committee Storage & Additional Storage Area				
Sat Jul 14	10:00 am	Amway	Fine Arts	2007 MI Executive Committee Mtg.		14 (16)		
Sat Jul 14 --all week	All week 8:00 AM – 7:00PM	Amway	Governor's Room	Michigan Headquarters, Publicity Room, & Volunteer Center	16 rectangular tables at walls, 40 chairs		2-phone jacks 6 tables	
Sat Jul 14	Noon - 5pm	Amway	Center Concourse	Registration & Information			Tables as requested	
Sat Jul 14	2 pm - 4pm	Amway Con-course	Atrium	Spouses and Life Members Hospitality Room	4 rounds; 63 chairs 2 small rounds w/h 3 chairs, 3 serving tables	63 (250)		This hospitality will be in the Atrium only on Sat., moves to Emerald B for the rest of week
Sat July 14	6 – 7:45 pm	Days Inn	Suite	4-H Talent Review Pizza Party		50		Contact Beth Franz, MI
Sat Jul 14	6:30pm-9pm	Van Andel Museum	1 st Floor	NACAA Heritage & Michigan Gala Dinner	Reception with some bar tables and chairs	300	Podium & P.A.	Contact Roger Betz, MI. cash bar,
Sat Jul 14	8:00 – 10:30pm	DeVos	Recital Hall	4-H Talent Review Get Acquainted Session & Rehearsal		50		Contact Beth Franz, MI.
Sat Jul 14	10pm	Amway	Governors Room	MAEA Planning Meeting		80 (?)		
* * * Sunday * * *								
Sun Jul 15	8am-7pm	Amway	Center Concourse	Registration & Information				
Sun Jul 15	All week 8:00	Amway	Governor's	Michigan Headquarters,	16 rectangular		2-phone jacks 6	

Day	Time	Location	Room	Event	Set-Up	#Attend (#) = room capacit y	AV Needs	Misc
--all week	AM – 7:00PM		Room	Publicity Room, & Volunteer Center	tables at walls, 40 chairs		tables	
Sun Jul 15	9am-1:00pm	DeVos Place	Ballroom B,C,D	Commercial & Educational Exhibits – Set-Up	Tables Chairs			
Sun Jul 15	8:00am – 11:30am	DeVos Place	Recital Hall	4-H Talent Review Rehearsals		50	4 tables, 50 chairs	Contact -Beth Franz, MI.
Sun Jul 15	9am-5pm	Amway	Fine Arts	Scholarship Selection Committee	Conf. Block Style	10 (16)		Contact – James Jones, OK
Sun Jul 15	9am-Noon	Amway	Robinson	Regional Directors & Vice Directors Workshop	Conference	20 (30)	Projector screen, set-up to project on wall	
Sun Jul 15	9am-4pm	DeVos	Ballroom B,C,D	Poster Set-Up	80 – 100 posters – two posters per side, back to back, total of 4		80 - 100 posters – two posters per side, back to back, total of 4	
Sun Jul 15	9am-1pm	DeVos	Ballroom B,C,D	NACAA Recognition Awards and Exhibits – Set-Up	4 Tac boards; 4 skirted tables			Contact Neil Broadwater, MN.
Sun Jul 15	9:30am-Noon	Amway	Grandview C	Nominating Committee Meeting	Conference, side table for materials	20 (22)		Contact Mickey Cummings, GA
Sun Jul 15	10 - 11am	Amway	Emerald A	Inspirational Service	Theatre 60 (100)		PA system, lectern	Contact Phil Seitz
Sun July 15	10:00 – 5:00 P.M.	AmWay Con- course	Emerald B	Spouses and Life Members Hospitality Room	7 rounds; 63 chairs 2 small rounds w/h 3 chairs, 3 serving tables	63 (70)		Contact Don Smucker, MI
Sun Jul 15	12:00-2:30pm	Amway	Imperial Ballroom, lobby level	National Committee Chairs & Vice Chairs Luncheon & Workshop	Banquet, no head table needed	115 (170)	Projector with table, computer, screen, sound system, lectern	Contact Rick Gibson, AZ

Day	Time	Location	Room	Event	Set-Up	#Attend (#) = room capacity	AV Needs	Misc
Sun Jul 15	12:00 – 3:00 P.M.	DeVos	Ballroom B,C, & D	Hospitality Break Indiana, Kentucky, & Ohio				
Sun Jul 15	12:00pm-2:00 pm	AmWay	Pearl	Past National Board Luncheon	Banquet, no head table needed	50 (80)	screen	Mickey Cummings, GA.
Sun Jul 15	1:30-6:30pm	Amway	Vandenberg A	Computer Center Open	Tables around perimeter		20 Lap tops	
Sun Jul 15	1:00pm-6:30pm	DeVos	Ballroom B,C,D	Commercial & Educational Exhibits – Open		130 booths 10'x10'		
Sun Jul 15	1:00pm-6:00pm	DeVos	Ballroom C & D	NACAA Poster Session				
Sun Jul 15	1:00pm – 4:00 pm	Amway	Vandenburg A (computer lab)	Creating Educational Posters	Leave room as is, add a stand for projection equipment	25 (25)	Computer for projection, projector, screen	Contact Karen Vine, Teaching & Ed. Tech. Committee
Sun Jul 15	1:30 – 3:00 pm	Amway	Gerald R Ford	1 st Ladies Tea	Reception, 6 rounds with chair, 4 rect. Tables for gifts	150 (250)	Easel with paper & markers	Contact Chuck & Jaye Otte, KS
Sun Jul 15	1:30pm-3pm	Amway	Emerald A	State Officers Workshop	2 tables up-front with 7 seats Theater	40 (100)	PA & Microphone;	Contact Dave Myers, MD
Sun Jul 15	2pm-4pm	Amway	Ruby	Life Members Committee	Conference	15 (20)		Contact Don Smucker, MI.
Sun Jul 15	2pm-4pm	DeVos	Grand Gallery C	Program Recognition Council Meeting	Classroom, table by doorway, head table for 1	90 (100)	No equipment requested	Neil Broadwater, MN
Sun Jul 15	2pm-5pm	DeVos	Grand Gallery E	Extension Development Council Workshop	Classroom	30 (100)	Blackboard, flip chart	
Sun Jul 15	2pm-5pm	DeVos	Grand Gallery F	Professional Improvement Council Workshop	Classroom	60 (82)		
Sun Jul 15	2pm-5pm	DeVos	Ballroom B,C, & D	NACAA Recognition Awards and Exhibits	?			Contact Neil Broadwater, MN.
Sun Jul 15	2:30pm-4pm	Amway Lobby Level	Riverview	NACAA Educational Foundation Annual Meeting & Board of Directors	Conference	7 (30)		Contacts – Gary Hall, CO & Curtis

Day	Time	Location	Room	Event	Set-Up	#Attend (#) = room capacity	AV Needs	Misc
				Meeting				Grissom
Sun Jul 15	3pm-4pm	DeVos	Grand Gallery D	First Timer Orientation & Reception	Reception tables to sit	75 (190)		Mike Metzger & Mickey Cummings
Sun Jul 15	4:30pm-6:30pm	DeVos Place	Grand Gallery & Secchia Lobby	Wisconsin Dinner	Rounds for 1,248	1,300 (1,230)		Will require two turns, DeVos to remove trash receptacles
Sun Jul 15	5:30 – 6:15 pm	DeVos Place	Performance Hall	State Presidents Rehearsal for Flag Ceremony		50		
Sun Jul 15	6:00pm-6:45pm	DeVos	Grand Gallery A & B	Parent's Orientation for Sons & Daughters	Theater; podium	60	Podium	Charles Gould, MI
Sun Jul 15	7:00 –8:30 pm	DeVos	Grand Gallery A & B	Youth Get Acquainted Mixer	Reception	200 (200)		Charles Gould, MI
Sun Jul 15	7pm-8:30pm	DeVos Place	Performance Hall	Opening Session & Evening Inspirational Program	Theater	1,300 (2,400)	(digital projector, laptop computer, lectern, platform on stage, PowerPoint, projection screen, spotlight, sound system & microphone)	
Sun Jul 15	7:30pm-10:30pm	DeVos	Recital Hall	4-H Talent Review Rehearsal				
Sun Jul 15	8:30 – 9:30 P.M.	DeVos	Grand Gallery & Secchia Lobby	Ice Cream Social Host Missouri				8 Serving tables at east end of Grand Gallery herringbone setup
Sun Jul 15	9:00pm-Midnight	Amway 3 rd Floor	Grandview A & B	Hospitality Room for Georgia & Texas	Reception	(175)		Contact Mickey Fourakers, GA
Sun Jul 15	9:00pm-Midnight	Amway 3 rd Floor	Thornapple Room	Hospitality Room for North Carolina	Reception	(90)		Contact George

Day	Time	Location	Room	Event	Set-Up	#Attend (#) = room capacit y	AV Needs	Misc
								Stancil, NC
Sun Jul 15	9:00pm-Midnight	Amway 3 rd Floor	Haldane Room	Hospitality Room for Oklahoma	Reception	(150)		Contact Greg Highfill, OK
Sun Jul 15	9:00pm-Midnight	Amway 3 rd Floor	Heritage Hill Room	Hospitality - Open	Reception	(125)		
Sun Jul 15	9:00pm-Midnight	Amway 3 rd Floor	Berkey Room	Hospitality - Open	Reception	(115)		
Sun Jul 15	9:00pm-Midnight	Amway 3 rd Floor	Winchester Room	Hospitality - Open	Reception	(90)		
Sun Jul 15	9pm-11pm	DeVos	Keeler Grand Foyer	State Pictures, DSA, & AA Pictures				
Sun Jul 15	10pm	Amway	Ambassador East Ballroom	MAEA Planning Meeting		100 (?)		
* * * * Monday * * * * *								
Mon Jul 16	5:00 am	Amway	Garden Court Lounge	Staging for Charter Boats Great Lakes Fishing				
Mon Jul 16	6:45am- 7:45am	Amway	Ambassador Ballroom East	Voting Delegates Breakfast	Banquet, head table for 6, theatre seating in back of room for 100	160 (400)	Lectern, sound system & microphone, head table for 6 on stage	Need seating for audience of 100, contact Leon Church, TX
Mon Jul 17	7am – 8:15 am	DeVos	Grand Gallery	Morning Coffee & Networking	Banquet	300 (1200)		Contact – Phil Durst/ Rita Klavinski, MI
Mon Jul 16	7am-8:30am		DeVos Board Room	Administrators Breakfast	Banquet; podium	25 (40)	Easel with paper & markers	
Mon Jul 16	7am-7pm	Amway Con- course	Vandenberg A	Computer Lab	Tables around perimeter		20 Lap tops	
Mon Jul 17 --all week	8:00 am – 7:00 pm	Amway	Governor's Room	Michigan Headquarters, Publicity Room, & Volunteer Center	16 rectangular tables at walls, 40 chairs		2-phone jacks 6 tables	
Mon Jul 16	8am-5pm	Amway	Ottawa Room	Spouses Tour Staging	Chairs around perimeter	100 (72 theatre, 125		

Day	Time	Location	Room	Event	Set-Up	#Attend (#) = room capacity	AV Needs	Misc
						reception)		
Mon Jul 16	8am-5pm	Amway	Center Concourse	Registration				
Mon Jul 16	8am-6pm	DeVos	Ballroom B,C,D	Commercial & Educational Exhibits		40 booths 10' x 10'		
Mon Jul 16	8:00am-10:15am	DeVos	Ballroom A	General Session	Theater,	800 (1,482)	Two screens, projection equip.	Rick Foster, W.K. Kellogg Foundation, (speaker)
Mon Jul 16	7:30 am – 8:30 a.m.	Amway	Ambassador West	Gather Sons & Daughters tour participants	Theater	240		Charles Gould
Mon Jul 16	9:30 am		Lyon Street	Sons & Daughters Tours Depart			Portable P.A.	
Mon Jul 16	8:00am-12:00am & 1:00 – 5:00 P.M.	DeVos	Performance Hall	4-H Talent Review Rehearsal			Piano, 1 table	Beth Franz, MI.
Mon Jul 16	8am-4pm	Amway Concourse	Emerald B	Spouses and Life Members Hospitality Room	7 rounds; 63 chairs 2 small rounds w/h 3 chairs, 3 serving tables	63 (70)		Contact Don Smucker, MI
Mon Jul 16	8am-6pm	DeVos	Ballroom B,C,D	NACAA Posters Available for Viewing				
Mon Jul 16	8am-5pm	Amway	Vandenberg B	University Job Fair	Receptions, 7 tables, 14 chairs		Internet connection	
Mon Jul 16	9am-4pm	DeVos B,C, D Ballroom		NACAA Recognition Awards and Exhibits – Available for Viewing			4 skirted tables, 4 Tac boards	Contact Neil Broadwater, MN.
Mon Jul 16	10:35 am – 11:40 am	DeVos	River Overlook A	Trade Talks Dow/Agro, Pioneer, United Soy Board, Qualisoy, PERC	Theater, presenter's table	110 (110)	Digital projector, laptop computer, lectern, platform on stage, PowerPoint, projector screen, sound system and microphone	Contact Phil Kaatz, MI. four 15 minute sessions
Mon Jul 16	10:35 am –	DeVos	River	Trade Talk	Theater,	110	Digital projector,	Contact Phil

Day	Time	Location	Room	Event	Set-Up	#Attend (#) = room capacity	AV Needs	Misc
	11:40		Overlook B	Bayer Advanced	presenter's table	(110)	laptop computer, lectern, platform on stage, PowerPoint, projector screen, sound system and microphone	Kaatz, MI. full one hour session
Mon Jul 16	10:35 am – 11:40	DeVos	River Overlook C	Trade Talk Michigan Animal Radio Frequency Identification, Igenity/Merial, & Allflex; Dr. Dan Buskirk, MSU Animal Science	Theater, presenter's table	110 (110)	Digital projector, laptop computer, lectern, platform on stage, PowerPoint, projector screen, sound system and microphone	Contact Phil Kaatz, MI.
Mon Jul 16	10:35 am – 11:40	DeVos	River Overlook E & F	Trade Talk Cellulosic Ethanol is Nearer Than You Think, Dr. Bruce Dale, MSU	Theater, presenter's table	220 (220)	Digital projector, laptop computer, lectern, platform on stage, PowerPoint, projector screen, sound system and microphone	Contact Phil Kaatz, MI.
	10:35 – 11:40	DeVos	River Overlook D	Open				(D & E do not open to one room)
Mon Jul 16	11:45am-1:15pm	Amway	Imperial Ballroom Main Floor	First Timer Luncheon	Banquet; head table for 10 on risers	105 (170)	Digital projector, laptop computer, lectern, platform on stage, PowerPoint, projector screen, sound system and microphone	
<i>Search for Excellence Seminars</i>								
Mon Jul 16	11:45am-1:15pm	DeVos	Grand Gallery A	Landscape/Horticulture Luncheon Seminar	Banquet; podium, head table for 4	50 (120)	Digital projector, laptop computer, lectern, projector screen, sound	Brad Brummond, ND

Day	Time	Location	Room	Event	Set-Up	#Attend (#) = room capacit y	AV Needs	Misc
							system & microphone	
Mon Jul 16	11:45am- 1:15pm	DeVos	Grand Gallery B	Farm & Ranch Financial Management Awards Luncheon Seminars	Banquet; podium, head table for 4	50 (110)	Digital projector, laptop computer, lectern, projector screen, sound system & microphone	Bradley Brummond, ND
Mon Jul 16	11:45am- 1:15pm	DeVos	Grand Gallery C	Crop Production Awards Program – Luncheon Seminar	Banquet; podium, head table for 4	50 (110)	Digital projector, laptop computer, lectern, projector screen, sound system & microphne	Contact Bradley Brummond, ND, Sponsor Qualisoy
<i>Educational Technology Seminars</i>								
Mon Jul 16	11:45am- 1:15pm	DeVos	Grand Gallery D	Educational Luncheon – Resistance Issues with Anthelmintics in Cattle	Classroom	50 (100)	Digital Projector, laptop computer, lectern, screen, sound system & microphone	Sponsor – Intervet. Contact Phil Kaatz, MI. Speaker Dr. Bill Burdett
Mon Jul 16	11:45am- 1:15pm	DeVos	Grand Gallery E	Educational Luncheon Seminar – Building Entrepreneurial Capacity for Agriculture	Classroom, head table for 4	50 (100)	Digital Projector, laptop computer, lectern, screen, sound system & microphone	Contact Phil Kaatz, MI. Speaker Dr. Chris Peterson, MSU
Mon Jul 16	11:45am- 1:15pm	DeVos	Grand Gallery F	Educational Luncheon Seminar – Sustainable Farming With Cover Crops	Classroom, head table for 4	50 (82)	Digital Projector, laptop computer, lectern, screen, sound system & microphone	Speaker Dale Mutch, MSU. Contact Phil Kaatz, MI
Mon Jul 16	11:45am- 1:15pm	DeVos	Grand Gallery Overlook A	Educational Luncheon Seminar – Sustainable Approaches to Conventional Landscape	Classroom	50 (72)	Digital Projector, laptop computer, lectern, screen, sound system & microphone	Speaker Bob Schutzki MSU. Contact Phil Kaatz, MI.
Mon Jul 16	11:45am-	DeVos	Grand	Educational Luncheon	Classroom	50	Digital Projector,	Contact Phil

Day	Time	Location	Room	Event	Set-Up	#Attend (#) = room capacity	AV Needs	Misc
	1:15pm		Gallery Overlook C	Seminar – Contrasting Water Quality & Health Issues in the Rural & Urban Communities		(72)	laptop computer, lectern, screen, sound system & microphone	Kaatz, MI. Speaker Dr. Joan Rose, MSU
Commercial Technology Seminars								
Mon Jul 16	11:45am-1:15pm	DeVos	Grand Gallery Overlook B	Commercial Luncheon Seminar, Fertilizer Best Management Practices, EMG & IPNI	Classroom	50 (60)	Digital Projector, laptop computer, lectern, screen, sound system & microphone	Contact Phil Kaatz, MI. Speaker Tom Bruulsema
Mon Jul 16	11:45 am – 1:15 pm	DeVos	Grand Gallery Overlook D	PRIDE Luncheon	Banquet	60 (70)	Digital Projector, computer, stage, lectern, head table	Larry Moorehead, TN
Committee Meetings								
Mon Jul 16	1:30pm-3pm	DeVos	Grand Gallery E	How to Host an Annual Meeting	Classroom	35 (100)		Durst & Moore
Mon Jul 16	1:30pm-3pm	DeVos	River Overlook A	Agronomy & Pest Management Committee	Classroom, one head table	45 (70)	No equipment needed	Contact Russel Duncan, SC
Mon Jul 16	1:30pm-3pm	DeVos	River Overlook B	Agricultural Economics & Community Development Committee	Classroom	20 (70)		Contact Milton Green 307-235-9400
Mon Jul 16	1:30pm-3pm	DeVos	River Overlook C	Animal Science Committee	Classroom	20 (70)		
Mon Jul 16	1:30pm-3pm	DeVos	River Overlook D	Natural Resources Committee	Classroom	25 (70)	No equipment needed	Contact Daniel Goerlich, VA
Mon Jul 16	1:30pm-3pm	DeVos	River Overlook E	Horticulture & Turfgrass Committee	Classroom, 1 table for equipment	40 (70)	Computer, projector, screen	Contact – Jennifer Schutter, MO
Mon Jul 16	1:30pm-3pm	DeVos	Grand Gallery A	Public Relations & Ag. Issues Committee	Conference Block Style, chairs with table around outside of room	30 (125)		Contact R. Edmund Gomez, NM
Mon Jul 16	1:30pm-3pm	DeVos	Grand Gallery B	Early Career Development Committee	Banquet, head table for 4	40 (110)		Contact Mark Nelson UT
Mon Jul 16	1:30pm-3pm	DeVos	Grand	Administrative Skills	Banquet; table at	20		

Day	Time	Location	Room	Event	Set-Up	#Attend (#) = room capacit y	AV Needs	Misc
			Gallery C	Development Committee	front	(110)		
Mon Jul 16	1:30pm-3pm	DeVos	Grand Gallery D	Teaching & Educational Technologies Committee	Conference Block Style	30 (110)	Whiteboard	Contact, Karen Vines, PA
Mon Jul 16	1:30pm-3pm	DeVos	Grand Gallery Overlook A	Communications Committee Meeting	Classroom	30 (72)		
Mon Jul 16	1:30pm-3pm	DeVos	Grand Gallery Overlook B	Extension Programs Committee	Classroom	20 (60)		
Mon Jul 16	1:30pm-3pm	DeVos	Grand Gallery Overlook C	4-H Youth Committee	Classroom	15 (72)		
Mon Jul 16	1:30pm-3pm	DeVos	Grand Gallery Overlook D	Professional Excellence Committee	Classroom	30 (60)		
Mon Jul 16	1:30pm-3pm	DeVos	Grand Gallery Overlook E	Public Relations Committee	Classroom	30 (60)		
Mon Jul 16	1:30pm-3pm	DeVos	Grand Gallery Overlook F	Recognition & Awards Committee	Classroom	25 (72)		
Mon Jul 16	1:30pm-3pm	DeVos	Grand Gallery Overlook G	Scholarship Committee Meeting	Classroom	30 (60)		
Mon Jul 16	1:30pm-5pm	DeVos	Grand Gallery Overlook H	Agriculture & Natural Resources Program Leaders Meeting	Classroom	20-25 (100)		
Mon Jul 16	1:30pm- 3:00pm	Amway	Pantlind Ballroom	Life Members Business Mtg.	Classroom	150 (224)	Podium with microphone & sound system	3 tables in front w/h 12 chairs, 1 table in back for literature, contact Don Smucker, MI & Hal Tatum
Mon Jul 16	3pm-3:30pm	DeVos	Ballroom B,C,D	Meet the Poster Authors				
Mon Jul 16	2:30pm- 3:00pm	DeVos	Ballroom B,C,D	Break, North & South			Need eight tables	In the tradeshow

Day	Time	Location	Room	Event	Set-Up	#Attend (#) = room capacit y	AV Needs	Misc
				Dakota				
Mon Jul 16	3:30pm-5:30pm	Amway	Ambassador East	South Region Meeting	Theater w/ center aisle; 2 tables at front w/ chairs; podium	350 (978) (650)	Sound system & microphone	
Mon Jul 16	3:30pm-5:30pm	Amway	Ambassador West	North Central Region Meeting	Theater w/ center aisle; 2 tables at front w/ chairs; podium	200 (608)	Sound system & microphone	
Mon Jul 16	3:30pm-5:30pm	Amway	Pearl	Northeastern Region Meeting	Theater w/ center aisle; 2 tables at front w/ chairs; podium	100 (100)	Sound system & microphone	Contact Dave Myers, MD
Mon Jul 16	3:30pm-5:30pm	Amway	Emerald A	Western Region Meeting	Theater w/ center aisle; 2 tables at front w/ chairs; podium	60 (100)	Sound system & microphone, computer, projector, lectern, screen	Contact Michele Herbert, Alaska
Mon Jul 16	Return by 5:00 P.M.	Amway	Lobby of Ambassador West	Sons & Daughters Tours Return	Same as above			
Mon Jul 16	5:30pm-7pm	DeVos	Grand Gallery & Secchia Lobby	Iowa & Illinois Dinner	Rounds of 10	1,300 (1248)		Requires early seating & late
Mon Jul 16	7:30pm-9pm	DeVos	Performance Hall	4-H Talent Revue Show		1,500 (2400)		
Mon Jul 16	9:00pm-Midnight	Amway 3 rd Floor	Grandview A & B	Hospitality Room for Georgia & Texas	Reception	(175)		Contact Mickey Fourakers, GA
Mon Jul 16	9:00pm-Midnight	Amway 3 rd Floor	Thornapple Room	Hospitality Room for North Carolina	Reception	(90)		Contact George Stancil, NC
Mon Jul 16	9:00pm-Midnight	Amway 3 rd Floor	Heritage Hill Room	Hospitality – Open	Reception	(125)		
Mon Jul 16	9:00pm-Midnight	Amway 3 rd Floor	Berkey Room	Hospitality - Open	Reception	(115)		

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Mon Jul 16	9:00pm-Midnight	Amway 3 rd Floor	Winchester Room	Hospitality - Open	Reception	(90)		
Mon Jul 16	9:00pm-Midnight	Amway 3 rd Floor	Haldane Room	Hospitality Room for Oklahoma	Reception	(150)		Contact Greg Highfill, OK
Mon Jul 16	10pm	Amway	Ambassador East	MAEA Planning Meeting		100 (288)		
Mon Jul 16	9:00 pm – 10:30pm	DeVos	Recital Hall	4-H Talent Review Cast Party	Two tables for food & beverage items but no other tables or chairs	70		
Mon Jul 16	9:30pm-11pm	DeVos	Keeler Grand Foyer	State Pictures				
*	*	*	*	Tuesday	*	*	*	*
Tues Jul 17	7am-7pm	Amway Concourse	Vandenberg A	Computer Center	Tables around perimeter		20 Lap tops	
Tue Jul 17	7am-8:30am	Amway	Gerald R. Ford	Achievement Award Recognition Breakfast	Banquet; had table for 8 on platform; podium; 2 tables for awards	120 (150)	Podium, platform on stage	Phil says 85 in attendance
Tue Jul 17	7 - 8:30am	Amway Lobby Level	Pantlind Ballroom	Life Members & Their Spouses Breakfast	Banquet; podium on a stage (no head table needed)	225 (290)	Lectern, sound system & microphone	
Tue Jul 17	7:30am- 8:30am	Amway	Ambassador West	Tour Staging For Sons & Daughters	Theatre, four tables, 5 blocks of chairs(50 per block), in 5 rows of ten	250	3 portable P.A.s	Contact Charles Gould, MI. Plan to eat on bus.
Tue Jul 17 --all week	All week 8:00 AM – 7:00PM	Amway	Governor's Room	Michigan Headquarters, Publicity Room, & Volunteer Center	16 rectangular tables at walls, 40 chairs		2-phone jacks 6 tables	
Tue Jul 17	8:00am-4pm	DeVos	Ballroom B,C,D	Educational and Commercial Exhibits & Poster Session		60 booths 10'x10'		
Tue Jul 17	8am-5pm	Amway	Center Concourse	Registration				

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Tue Jul 17	8am-5pm	Amway	Vandenburg B	University Jobs Fair	Reception, 7 tables, 14 chairs	(40)		
Tue Jul 17	8:30am-11:45am	DeVos	Grand Gallery B (102)	4-H Youth Development Workshop	Classroom	50 (100)		
Tue Jul 17	8:30am-11:45am	DeVos	Grand Gallery A (101)	Public Relations & Agricultural Issues; Prof. Improvement Seminar	Classroom; table at front; podium	100 (108)	Computer, Digital projector, screen, sound system, micro phone	Contact R. Edmund Gomez, NM
Tue Jul 17	8:30am-11:45am	DeVos	Grand Gallery D (104)	Early Career Development/Prof Improvement Seminar	Theater; podium; table for projector, head table for 4	50 (170)	Digital projector, whiteboard, laptop computer, lectern, screen, sound system & microphone	Contact Mark Nelson, UT
Tue Jul 17	8:30am-11:45am	DeVos	Grand Gallery E (105)	Administrative Skills Development/Prof. Improvement Seminar	Theater; podium; table for projector	75 (170)	Table at front, podium, digital projector, laptop computer, PowerPoint, projection screen, table, 12-ft multi-plug extension cord	
Tue Jul 17	8:30am-11:45am	DeVos	Grand Gallery F (106)	Teaching & Educational Technologies	Theater	25-30 (130)	digital projector, laptop computer, projection screen, table, extension cord with power surge protector, internet connection	Contact Karen Vines, PA
Tue Jul 17	8:30am-11:30am	Amway	Ambassador Ballroom East	Delegate Session	Classroom for 132 plus 100 extra seats for audience in theater style in back behind the 132, roped divider between, head	250 (288)	Microphone, computer, Lectern, projection screen, bidding states will need either a digital	

Day	Time	Location	Room	Event	Set-Up	#Attend (#) = room capacity	AV Needs	Misc
					table for 4 in front on stage		projector or VCR, wireless microphone	
Tue Jul 17	8:30-9:30am	Amway	Ambassador West	Life Member Tour Staging	Theatre, four tables, 5 blocks of chairs(50 per block), in 5 rows of ten	250 (600)		Load out on Lyon Street, stage buses on Monroe
Tue Jul 17	9am-4pm	DeVos	Ballrooms B,C, & D	NACAA Recognition Awards & Exhibits				.
Tue Jul 17	9am-11am	Amway	Ambassador West	Spouses Workshop, Recognizing True Antiques in Furniture City-Staging for tour to GR museum		Max 35(288)		Contact Amy Irish Brown, MI.
Tue Jul 17	9:00 am	Amway	Ambassador West	Spouses Workshop Gerald R. Ford Museum Tour Staging- walk to museum		30 (288)		
Tue Jul 17	9am-11am	Amway	Thornapple	Spouses Workshop C, Basic Fly Tying	Classroom – 2 chairs per table; 2 tables in front	Max 30(40)	Podium, 2 tables, computer, digital projector, screen	Contact Amy Irish Brown, MI.
Tue Jul 17	9am-11am	Amway	Berkey	Spouses Workshop, Wild Game Handling and Processing	Classroom for 30; table at front	Max 50 (60)	Podium, 2 tables, computer, digital projector, screen	Contact Amy Irish Brown, MI.
Tue Jul 17	9am-11am	Amway Atrium	Cascade	Spouses Workshop, Sell Your Stuff on E-Bay	Classroom; table at front	60 (92)	Podium, 2 tables, computer, digital projector, screen	Contact Amy Irish Brown, MI.
Tue Jul 17	9am-11am	Amway	Kendall	Spouses Workshop, Gardening With Children	Classroom	50 (58)	Podium, Podium, 2 tables, computer, digital projector, screen	Contact Amy Irish Brown, MI.
Tue Jul 17	9am-11am	Amway	Haldane	Spouses Workshop, Great Lakes Shipwrecks	Theater	Max 60 (100)	Podium, 2 tables, computer, digital projector, screen,	Contact Amy Irish Brown, MI.
Tue Jul 17	10:00am – 11:00 pm	DeVos	Grand Gallery Overlook F	Search for Excellence Young, Beginning or Small Farmers and Ranchers	Banquet, head table for 4, table at the door	50 (90)	Digital projector, laptop computer, lectern, projection screen, sound	Contact – Bradley Brummond, ND,(changed to a luncheon)

Day	Time	Location	Room	Event	Set-Up	#Attend (#) = room capacity	AV Needs	Misc
							system & microphone	
Tue Jul 17	11:30am-1:45pm	Amway	Pantlind Ballroom	Spouses Luncheon	Banquet; Digital Projector, screen, table for projector, sound system, microphone	270 (290 – 320)		Contact Carolyn Durst, MI.
Tue Jul 17	11:45am – 1:15 p.m.	Amway	Atrium	Communication Awards Luncheon	Banquet, need two tables in the front	80 (150)	Microphone, podium, will bring own a.v. equipment if needed,	Contact David Morris, Missouri
Tue Jul 17	11:45am-1pm	Amway	Gerald R. Ford Presidential Ballroom	State Presidents & Vice Presidents Luncheon	Banquet; podium; head table for 6	80 (150)	Podium, screen, sound system, microphone (Fred can provide LCD & computer if we are short)	Contact Fred Miller, NC
Tue Jul 17	11:45am-1:15pm	Amway Lobby Level	Imperial Ballroom	Poster Session Awards Luncheon	Banquet, one head table	70 (170)	Podium, computer, projector, lectern, sound system & microphone, screen	Contact, Charles Phillips, GA;
Tue Jul 17	11:45am-1:15pm	DeVos	Grand Gallery Overlook A	Educational Luncheon Seminar – Land Use Decisions & the Dramatic Effect on Agriculture	Classroom	50 (72)	Projection screen	Presenter – Dr. Soji Adelaja, MSU
Tue Jul 17	11:45am-1:15pm	DeVos	Grand Gallery Overlook B	Educational Luncheon Seminar – Turfgrass Issues and Answers	Classroom	50 (60)	Digital projector, laptop computer, lectern, PowerPoint, projection screen	Ron Calhoun, MSU
Tue Jul 17	11:45am-1:15pm	DeVos	Grand Gallery Overlook D	Educational Luncheon Seminar – Opportunities and Challenges in More Localized Food Systems	Classroom	50 (60)	Projection screen	Dr. Michael Hamm, MSU
Tues Jul 17	11:45 am –	DeVos	Grand	Educational Luncheon	Classroom	50	Digital Projector,	Speaker Dr.

Day	Time	Location	Room	Event	Set-Up	#Attend (#) = room capacity	AV Needs	Misc
	1:15 pm		Gallery Overlook C	Seminar – Environmental Opportunities for Animal Agriculture: Extension's Critical Role		(72)	laptop computer, lectern, screen, sound system & microphone	David Beebe, MSU. Contact Phil Kaatz, MI.
Tue Jul 17	11:45am-1:15pm	DeVos	Grand Gallery Overlook E	Search for Excellence in Remote Sensing & Precision Agriculture	Banquet, head table for 4, table at the door	50 (70)	Digital Projector, Laptop Computer, Projection screen, sound system and microphone	Sponsor Utah State University, Contact Bradley Brummond, ND
Tue Jul 17	11:45am-1:15pm	DeVos	Grand Gallery Overlook G	4-H Awards Luncheon	Classroom, head table for 7	50 (60)	Digital Projector, Laptop Computer, Projection screen, lectern	Contact Nelda Starks
Tue Jul 17	11:45am-1:15pm	DeVos	Grand Gallery Overlook H	Search for Excellence in Livestock Production	Banquet, head table for 4, table at the door	50 (90)	Digital Projector, Laptop Computer, Projection screen, sound system and microphone	Contact – Bradley Brummond, ND
Tue Jul 17	11:45am-1:15pm	DeVos	Grand Gallery C	(Open)				
Tue Jul 17	1pm – 4 pm	Amway	Emerald B	Spouses and Life Members Hospitality Room		7 rounds; 63 chairs 2 small rounds w/h 3 chairs, 3 serving tables	63 (70)	Contact Don Smucker, MI
Professional Improvement Seminars								
Tue Jul 17	1:30pm-5pm	DeVos	Grand Gallery A	Agronomy & Pest Management/Prof. Improvement Seminar	Theater; podium; table for projector	70 (180)	Digital projector, laptop computer, PowerPoint, projection	

Day	Time	Location	Room	Event	Set-Up	#Attend (#) = room capacity	AV Needs	Misc
							screen, slide projector, table for projector	
Tue Jul 17	1:30pm-5pm	DeVos	Grand Gallery F	Agronomy & Pest Management/Prof. Improvement Seminar	Theater; podium; table for projector	65 (130)	Digital projector, laptop computer, PowerPoint, projection screen, slide projector, table for projector	
Tue Jul 17	1:30 pm – 5pm	DeVos	River Overlook F	Agronomy & Pest Management/Prof Improvement Seminar	Theater; podium, table for projector	65 (110)	Digital projector, easel, laptop computer, lectern, PowerPoint, projection screen	
Tue Jul 17	1:30pm-5pm	DeVos	Grand Gallery C	Agricultural Economics & Community Development/ Prof. Improvement Seminar	Theater; podium; table for projector	120 (170)	Podium, table for projector, digital projector, laptop computer, overhead projector, PowerPoint, projector screen	Room is in use until 1:15
Tue Jul 17	1:30pm-5pm	DeVos	Grand Gallery D	Agricultural Economics & Community Development/ Prof. Improvement Seminar	Theater; podium; table for projector	120 (170)	Digital projector, easel, laptop computer, lectern, PowerPoint, projection screen	
Tue Jul 17	1:30 pm – 3:00 pm	DeVos	Grand Gallery Overlook G	Agricultural Economics & Community Development/ Prof. Improvement Seminar	Theater if possible, but classroom is acceptable because of time constraint from last meeting, podium	60 (100, 60)	Digital projector, easel, laptop computer, lectern, PowerPoint, projection screen	

Day	Time	Location	Room	Event	Set-Up	#Attend (#) = room capacit y	AV Needs	Misc
Tue Jul 17	1:30pm- 3:00pm	DeVos	Grand Gallery E	Animal Science/ Prof. Improvement Seminar	Theater; podium; table at front for projector; head table for 4	50 (170)	Table at front for projector, head table for 4, digital projector, laptop computer, PowerPoint	Contact Eugene Schurman,PA
Tue Jul 17	1:30pm- 4:30pm	DeVos	Grand Gallery Overlook H	Teaching & Educational Technologies Workshop	Theater; podium; table at front for projector	(72)	Computer, projector, screen, easel with flip chart	Contact Karen Vines, PA, T.E.T. Committee new offering
Tue Jul 17	1:30pm- 4:30pm	DeVos	Grand Gallery B	Animal Science/ Prof. Improvement Seminar	Theater	100 (170)	Digital projector, laptop computer, PowerPoint, table at front for head table for 4	Contact Eugene Schurman,PA
Tue Jul 17	1:30pm- 4:00pm	DeVos	River Overlook D	Animal Science/Prof. Improvement Seminar	Theater; podium	75 (110)	digital projector, laptop computer, lectern, projection screen	Contact Eugene Schurman, PA
Tue Jul 17	1:30pm-5pm	DeVos	River Overlook A	Natural Resources/ Prof. Improvement Seminar	Theater; podium; table for projector, head table for two, table at door	40 (110)	Digital Projector, laptop computer, lectern, overhead projector, PowerPoint, projector screen, slide projector, sound system and microphone	Contact Daniel Goerlich, VA.
Tue Jul 17	1:30pm-5pm	DeVos	River Overlook B	Forestry & Natural Resources/ Prof. Improvement Seminar	Theater; podium; table for projector, head table for two, table at door	40 (110)	Digital Projector, laptop computer, lectern, overhead projector, PowerPoint, projector screen, slide projector, sound system and microphone	Contact Daniel Goerlich, VA.
Tue Jul 17	1:30pm-5pm	DeVos	River Overlook C	Horticulture/Turfgrass/ Prof. Improvement Seminar	Theater; podium	75 (110)	Blackboard, digital projector,	

Day	Time	Location	Room	Event	Set-Up	#Attend (#) = room capacity	AV Needs	Misc
							laptop computer, lectern, overhead projector, projection screen, open partition near end, podium, table for projection	
Tue Jul 17	1:30pm-5pm	DeVos	River Overlook E	Aquaculture/Sea Grant/ Prof. Improvement Seminar	Theater; podium; table for projector	50-60 (110)	Digital projector, easel, laptop computer, lectern, PowerPoint, projection screen, tale, overhead projector	
Tue Jul 17	1:30 pm – 3:00 pm	Amway	Pearl	JCEP	Classroom, two head tables	35 (65)	Digital projector, screen	Contact Chuck Otte, KS
Tue Jul 17	2:00-4pm	Amway	Grand View A	Spouses Workshop, Great Lakes Ship Wrecks	Classroom – 2 chairs per table; 2 tables in front	40(48)	Podium, computer, digital projector, screen	
Tue Jul 17	2:00-4pm	Amway	Ambassador West	Spouses Workshop, Recognizing True Antiques in Furniture City Staging-walking to GR Museum	2 tables in front	35(72)		
Tue Jul 17	2:00-4pm	Amway	Ambassador West	Spouses Workshop, Astronomy 101 Staging – walking to GR Museum		40(288))		
Tue Jul 17	2:00-4pm	Amway	Cascade	Spouses Workshop, Sell Your Stuff on E-Bay	Classroom, 2 tables in front	40(92)	Podium, computer, digital projector, screen	
Tue Jul 17	3:00 – 3:30	DeVos	Ballroom B,C,D	Hospitality Break Minnesota				In the tradeshow
Tue Jul 17	4:30 – 5:30 pm	Amway	Ambassador West Lobby	Sons & Daughters Tours Return				
Tue Jul 17	5:30pm-7pm			States Night Out				

Day	Time	Location	Room	Event	Set-Up	#Attend (#) = room capacity	AV Needs	Misc
Tue Jul 17	7:30pm-11pm, preview at 7:30, auction starts at 8:00pm	Amway	Ambassador Ballroom	Scholarship Silent & Live Auction	Banquet; rounds & chairs, cocktail seating in back of room for overflow, stage in front, 30 tables around the perimeter for auction items, 3 clerking table (see diagram)	800 (810)	Sound system & microphone, projection screen	Need two cash bars, Amway management believe one cash bar is sufficient (cash bar is \$400 plus \$65 service fee)
Tue Jul 17	10pm	Amway	Pearl	MAEA Planning Meeting	Theater	110		
*	*	*	*	Wednesday	*	*	*	*
Wed Jul 18	6:30am-8:30am	DeVos	Ballroom B	Pancake Breakfast-Nebraska & Kansas	Banquet	(1000)	Pancakes & sausage grilled outside, set up at 4:00 A.M., need four tables outside	Tradeshow pulls out of B Tuesday after 4:00 P.M.
Wed Jul 18	7:45am-9:00am	DeVos	Grand Gallery & Ballroom C	Assemble for Professional Improvement Tours	Theater in blocks of 50 chairs in C, three tables in C, Reception in Grand Gallery	(750)	Sound system and microphone	Board buses on Monroe St.
Wed Jul 19	8am-5pm	Amway	Center Concourse	Registration				
Wed Jul 18	9:00 am – 12:00 pm	Amway	Vandenburg A, in computer lab	Blogging – from A to Z	Add a table or stand for projector	25 (25)	Projector, screen	Contact Karen Vines, PA, new this year
Wed Jul 18	5:45pm-8:00pm	Frederik Meijer Gardens		Michigan Dinner at Frederik Meijer Gardens and Sculpture Park		1500		
Wed Jul 18	10pm	Amway	Ambassador East	MAEA Planning Meeting		100		

Day	Time	Location	Room	Event	Set-Up	#Attend (#) = room capacity	AV Needs	Misc
*	*	*	*	Thursday	*	*	*	*
Thu Jul 19	6:30 am – 8:00 am	Courtyard by Merriot		Prayer Breakfast		100	Tickets may be purchased at registration table	Contact Phil Durst
Thu Jul 19	7am-8:30am	Amway	Gerald R. Ford	National Committee Members Breakfast	Banquet; podium	100 (150)	Digital projector, screen, Sound system & microphone; podium	
Thur Jul 19	7am-4pm	Amway Con-course	Vandenberg A	Computer Center	Tables around perimeter		20 Lap tops	
Thu Jul 19 --all week	All week 8:00 am – 7:00 pm	Amway	Governor's Room	Michigan Headquarters, Publicity Room, & Volunteer Center	16 rectangular tables at walls, 40 chairs		2-phone jacks 6 tables	
Thu Jul 19	9am-6pm	Amway	Center Concourse	Registration				
Thu Jul 19	8am-4:00 pm	Amway Con-course	Emerald B	Spouses and Life Members Hospitality Room	7 rounds; 63 chairs 2 small rounds w/h 3 chairs, 3 serving tables	63 (70)		Contact Don Smucker, MI
Thu Jul 19	8:30am-11:30am	DeVos	Ballroom A	General Session	Theater	500 (1482)		
Thu Jul 19	6:30 -8:00am	Amway	Ambassador West	Sons & Daughters Tour Staging		200		Loading out of Lyon Street
Thu Jul 19	8:30 am – 10:00am	Amway	Robinson	NACAA Policy Committee	Conference Block	7 (30)		Contact Gary Hall, CO
Thu Jul 19	8:30 am – 10:00 am	Amway	Cascade	Professional Improvement Council	Conference Block	35 (~45)		Contact – Tom Benton, TX
Thu Jul 19	8:30 am – 10:00 am	Amway	Thornapple	Extension Development Council	Conference Block	25 (~25)		Contact – Micheal Heimer, TX
Thu Jul 19	8:30 am – 10:00 am	Amway	Atrium	Program Recognition Council	Conference Block	40 (~45)		Contact – Neil Broadwater, MN

Day	Time	Location	Room	Event	Set-Up	#Attend (#) = room capacit y	AV Needs	Misc
Thu Jul 19	9:00 a.m.	Amway	Ambassador West	Spouses Workshop Fashion & Tea Staging-walk to GR Museum	2 tables	45 (288)		Contact – Amy Irish Brown, MI
Thu Jul 19	9am-11am	Amway	Emerald A	Spouses Workshop Who Gets Grandma Yellow Pie	Classroom; 4 tables at front clothed	40 (45)	Podium, P.A., computer, projector, screen	Contact – Amy Irish Brown
Thu Jul 19	9am-11am	Amway	Pearl	Spouses Workshop From Hook to Cook	Classroom; 2 tables	50 (60)	Podium, P.A., computer, projector, screen	Contact Amy Irish Brown
Thu Jul 19	9am-11am	Amway	Ruby	Spouses Workshop Learn to Knit	Classroom; 2 tables at front	15 (26)	Podium, P.A., computer, projector, screen	Contact Amy Irish Brown, MI
Thu Jul 19	9am-11am	Amway	Grandview B & C	Spouses Workshop Making Herbal Spices	Classroom; 2 tables at front	20 (46)	Podium, P.A., computer, projector, screen	
<i>Educational Sessions</i>								
Thu Jul 19	11:45pm – 1:15 pm	Amway	Grandview A	Educational Luncheon Seminar – Invasive Species Arrive, Survive and Thrive	Classroom	40 (48)	Laptop computer, PowerPoint, projector screen	Contact – Phil Kaatz, MI.; Speakers - Dr. Chris DiFonzo & Dr. Deb McCullough, MSU
Thu Jul 19	11:45pm – 1:15 p.m.	Amway	Pearl	Educational Luncheon Seminar – Managed Intensive Grazing and Dairy Profitability	Classroom	40 (60)	Laptop computer, PowerPoint, projector screen	Contact – Phil Kaatz, MI.; Speakers - Howard Straub & Jerry Lindquist
Thu Jul 19	11:45pm – 1:15 p.m.	Amway	Kendall	Educational Luncheon Seminar - Equine Management Options in an Urban/Suburban Setting	Classroom	40 (58)	Laptop computer, Powerpoint, projector, screen, & podium,PA	Contact Phil Kaatz, Speaker Dr. Christine Skelly
Thu Jul 19	11:45pm –	Amway	Nelson	Educational Luncheon	Classroom	40	Laptop computer,	Contact Phil

Day	Time	Location	Room	Event	Set-Up	#Attend (#) = room capacity	AV Needs	Misc
	1:15 p.m.			Seminar - The Long & Storied History of Henry Ford, Ford Motor Co. and U.S. Agriculture		(40)	Powerpoint, projector, screen, & podium,PA	Kaatz, Speaker Jim McCabe, Sponsor – The Henry Ford Museum
Thu Jul 19	11:45pm – 1:15 p.m.	Amway	Berkey	Educational Luncheon Seminar – The Role of Renewable Fuels in Today's Automotive Industry	Classroom	40 (60)	Laptop computer, Powerpoint, projector, screen, & podium,PA	Contact Phil Kaatz, Speakers John DiMartini & Steven R. Mazure, Sponsors The Anderson's & Chrysler
Thu Jul 19	11:45pm – 1:15 p.m.	Amway	Thornapple	Educational Luncheon Seminar – Preserving Historical Barn	Classroom	40 (40)	Laptop computer, Powerpoint, projector, screen, & podium,PA	Contact Phil Kaatz, Speaker Vera Wiltse, MSU, Sponsor Michigan Barn Preservation Network,
Thu Jul 19	11:45am – 2:30 pm	Amway	President Gerald R. Ford	Search for Excellence in Sustainable Agriculture USDA SARE/NACAA Recognition Program	Banquet	100 (130)	Laptop computer, Powerpoint, projector, screen, & podium,PA	Contact Brad Brummond, ND 50 meals requested but 100 seating capacity requested?
Thu Jul 19	12:00-3:30pm	Amway	Cascade	International Extension Work Symposium	Classroom, front table with 4 chairs	60 (92)	Laptop computer, PowerPoint, projector screen	Dave N. wants to know if attendance will be less than 50 to make conf. block work
Thu Jul 19	1:00 – 3:00 pm	Amway	Atrium	Spouses Workshops, Cooking with Michigan	Theater, with 4 tables in front	100 (200)		

Day	Time	Location	Room	Event	Set-Up	#Attend (#) = room capacit y	AV Needs	Misc
				Commodities				
Thu Jul 19	1:00 – 3:00 PM	Amway	Emerald A	Spouses Workshop Who Gets Grandma's Yellow Pie Plate	Classroom with 2 tables in front	40 (50)	Podium, P.A., computer, projector, screen	
Thu Jul 19	1:00-3:00 P.M.	Amway	Grandview B & C	Spouses Workshop Making Herbal Soaps	Classroom with 2 tables in front	20 (46)	Computer, P.A., projector, screen	
Thu Jul 19	1:00-3:00 P.M.	Amway	Heritage Hill	Spouses Workshop Learn to Knit	Classroom with 2 tables in front	15 (42)	Podium, P.A., computer, projector, screen	
Thu Jul 19	1:30 pm- 4:00 pm	Amway	Ruby	American Registry of Professional Animal Scientists Certification Exam	Classroom, 2 tables in front	25 (40)		Contact - Randy Mills, OR
Thu Jul 19	1:30 – 4:00 pm	Amway	Imperial Ballroom	Live performance "What will be in the fields of tomorrow?"	Theater, small round tables each with 2 chairs, 12 additional chair all in front			Contact – Phil Durst & Dr. Duke Elsner, MI
Thu Jul 19	3:30pm	Amway	In President Otte's Room	NACAA Board Meeting	Board Room	20 (~50)	Seating for 25 around board table, plus 2 side tables	Contact – Chuck Otte, KS
Thu Jul 19	5:30pm	DeVos	Secchia Lobby	DSA & AA & others Participants & Spouses Assemble for Banquet			150 chairs in rows of 20	
Thu Jul 19	5:30 pm			Sons and Daughters Tours Return				
Thu Jul 19	6:30pm-9pm	DeVos	Ballrooms A B	Annual Awards Banquet	Banquet Rounds of 10	900 (1560 or more)	Stage lighting required, two tiers of head tables	
Thu Jul 19	6:30pm – 9 p.m.	Van Andel Museum (one block west of Amway Hotel)		Sons & Daughters Farewell Party				Contact – Charles Gould, MI
Thu Jul 19	9pm-11pm	Amway	President Gerald R. Ford	President's Reception	Reception	300 (250)		
Thu Jul 19	9:30pm	Amway	Imperial	MAEA Final Meeting &		100 (?)		

Day	Time	Location	Room	Event	Set-Up	#Attend (#) = room capacity	AV Needs	Misc
			Ballroom	Celebration				
*	*	*	*	Friday	*	*	*	*
Fri Jul 20	8am-5pm	Amway	Vandenburg B	NACAA Board Meeting	Board Room	20 (~90)	Board Seating for 25 in horseshoe with tables, plus 2 side tables, and audience seating for 20 -40	Contact – Chuck Otte, KS
*	*	*	*	Saturday	*	*	*	*
Sat Jul 21	8am-Noon	Amway	Vandenburg B	NACAA Board Meeting	Board Room	20 (~90)	Board Seating for 25 in horseshoe with tables, plus 2 side tables, and audience seating for 20 -40	Contact – Chuck Otte, KS
				Rooms Not Available for our use				
Sat July 14		Amway	Emerald B					
Sat July 14		De Vos	Ballroom B					
Fri July 13		Amway	Campau					
Sun July 15		Amway	Pantlind					
Wed Jul 18		Amway	Ottawa					

Numbers in () are room capacities.

This document is only a current projection of times, event needs, and class topics

7/11/07