

EC Workshop Format for Atlanta Session

A nice board room set-up for 20 people (with 6+8+6 in a U-shape) with the LCD projector in the middle, the screen at the open end with about 10-12 extra chairs around the periphery for observers. We will need several tables at the back for F&B services.

The 2-day schedule would be as follows:

Saturday, November 12, 2011, from 7am-11pm with the following:

- 7am-8:30am: Buffet breakfast service for 20 with 3 juices, 2 entrees, fruit, yogurt, bagels, and pastries, plus coffee & tea {menu to be determined later}
- 8am: Meeting begins
- 9-11;30am: coffee & tea service with chilled mineral water and assorted beverages
- 12-1pm: Buffet Lunch service for 20 with salad, 2-3 entrees, fruit, dessert, assorted beverages and iced tea {menu to be determined later}
- 1pm: Meeting continues
- 1-6pm: beverage service with coffee & tea, assorted beverages, assorted cookies and other snacks {selection to be determined later}
- 6-7pm: Dinner Break
- 7pm: Meeting continues to 11pm
- 7-11pm: coffee & tea service with chilled mineral water and assorted beverages

Sunday, November 13, 2011, from 7am-3pm with the following:

- 7am-8:30am: Buffet breakfast service for 20 with 3 juices, 2 entrees, fruit, yogurt, bagels, and pastries, plus coffee & tea {menu to be determined later}
- 8am: Meeting continues
- 9-11;30am: coffee & tea service with chilled mineral water and assorted beverages
- 12-1pm: Buffet Lunch service for 20 with salad, 2-3 entrees, fruit, dessert, assorted beverages and iced tea {menu to be determined later}
- 1pm: Meeting continues (Action Item Review & Planning)
- 1-3pm beverage service with coffee & tea, assorted beverages, assorted cookies and other snacks {selection to be determined later}
- Meeting Adjourn at ~3pm