



PLN Conference Location & Hotel Recommendation

Location of Meeting: _____

Name of Hotel: _____

Hotel Phone: _____

Hotel Contact Name if known: _____

ITEMS Needed to Consider:

Room Block

Food, Beverage and Internet

Easy Access to Airport with taxi or shuttle to/from hotel

Internet in meeting rooms and guest rooms

Submitted by: _____

In case we need to know more information, please give your email and phone number where you can be reached.

Email: _____

Phone: _____

PLEASE SUBMIT THIS FORM TO Vicki Vaughn AT vickiv@ext.msstate.edu BY June 30, 2014.

Other Comments:



Request for Proposals

Program Leaders Network Joint Meeting

The dates for the meeting would be August 22-26, 2016

These dates are set and cannot be changed.

Contact: Vicki Vaughn
Program Manager
405F Bost Building, Box 9656
Mississippi State University
Mississippi State, MS 39762
Phone: 662-325-1775
E-mail: vickiv@ext.msstate.edu

University Name: Mississippi State University

Organization's Name: Program Leaders Network Joint Meeting

Description: This is an annual meeting of the Cooperative Extension program leaders and directors/administrators from each of the South's land grant institutions. In the past, this meeting was held in a host state. However, this year, the group decided to do away with the host state method and find the best rates in airline hub/sub hub cities in the South.

Sleeping Room Block:
Sunday, August 21 - 30
Monday, August 22- 165
Tuesday, August 23 - 165
Wednesday, August 24 - 165
Thursday, September 25 - 45

Food and Beverage Needs: See attached chart. Meeting planner must review menus and rates prior to signing the contract.

Meeting Room Block: See attached chart. As meeting arrangements are made, this could vary slightly. One or two additional breakout rooms are helpful for joint committee meetings as necessary. These rooms should be able to hold approximately 40 people hollow square.

Special Requests:

This group requires wireless Internet access in the meeting rooms (complimentary preferred) and high-speed Internet access (complimentary preferred) in the sleeping rooms. Since this is a meeting requirement, we will not be able to consider a hotel that is unable provide these services and will require these details on the contract.

AV Needs:

Projection screens and AV carts. Meeting planner must see list of equipment and rates prior to signing a contract.

If you have any questions, please let Vicki Vaughn know either by phone 662-325-1775 or email vickiv@ext.msstate.edu
Thank you!

Day	Description	Setup	Start Time	End Time	People	Comments	Meeting Description
Monday	Meeting	Classroom	1:30 PM	4:30 PM	50		Urban Task Force
Monday	Meeting	Rounds of 10	3:30 PM	5:00 PM	80	Will need 8 rounds of 10	PLC Committee
Monday	Meeting	Rounds of 10	5:00 PM	6:00 PM	80	Will need 8 rounds of 10	Newcomers Orientation
Monday	Meeting	Rounds of 10	6:00 PM	7:00 PM	80	Will need 8 rounds of 10	PLN Executive Committee
Tuesday	Registration	Table	6:30 AM	5:00 PM	1	Registration Table w/chair	
Tuesday		Office	7:00 AM	6:00 PM	5		MSU
Tuesday	Breakfast	Buffet Rounds of 10	7:00 AM	8:15 AM	250	Rounds of 10	
Tuesday	General Session	Buffet Rounds of 10	8:00 AM	5:00 PM	250		
Tuesday	AM Coffee Break	Light	9:30 AM	10:00 AM	200	Break can be set in prefunction area of general session	
Tuesday	Lunch	Buffet Rounds of 10	12:00 PM	1:00 PM	250	Possible guest speaker	
Tuesday	Breakouts		8:00 PM	5:00 PM	40	U Shape	ANR
Tuesday	Breakouts		8:00 PM	5:00 PM	35	U Shape	MM
Tuesday	Breakouts		8:00 PM	5:00 PM	30	U Shape	COM
Tuesday	Breakouts		8:00 PM	5:00 PM	40	U Shape	FCS
Tuesday	Breakouts		8:00 PM	5:00 PM	35	U Shape	IT
Tuesday	Breakouts		8:00 PM	5:00 PM	40	U Shape	PSD
Tuesday	Breakouts		8:00 PM	5:00 PM	40	U Shape	CRD
Tuesday	Breakouts		8:00 PM	5:00 PM	40	U Shape	4-H
Tuesday	PM Coffee Break	Light	2:45 PM	3:15 PM	200	Set in prefunction area	
Wednesday	Breakfast	Buffet Rounds of 10	7:00 AM	8:15 AM	250	Rounds of 10	
Wednesday		Office	7:00 AM	6:00 PM	5		MSU
Wednesday	Breakouts		8:00 AM	5:00 PM	40	U Shape	ANR

Day	Description	Setup	Start Time	End Time	People	Comments	Meeting Description
Wednesday	Breakouts		8:00 PM	5:00 PM	35	U Shape	MM
Wednesday	Breakouts		8:00 AM	5:00 PM	30	U Shape	COM
Wednesday	Breakouts		8:00 AM	5:00 PM	40	U Shape	FCS
Wednesday	Breakouts		8:00 AM	5:00 PM	35	U Shape	IT
Wednesday	Breakouts		8:00 AM	5:00 PM	40	U Shape	PSD
Wednesday	Breakouts		8:00 AM	5:00 PM	40	U Shape	CRD
4 - Wednesday	Breakouts		8:00 AM	5:00 PM	40	U Shape	4-H
4 - Wednesday	Breakouts		8:00 AM	5:00 PM	35	U Shape	AEA
4 - Wednesday	Breakouts		8:00 AM	5:00 PM	35	U Shape	ASRED
4 - Wednesday	AM Coffee Break	Light	9:45 AM	10:15 AM	200	Prefunction area	
4 - Wednesday	Lunch	Buffet Rounds of 10	12:00 PM	1:00 PM	250	Possibly guest speaker	
4 - Wednesday	PM Coffee Break	Light	2:45 PM	3:15 PM	200	Set in prefunction area	
Thursday	Breakfast	Buffet Rounds of 10	6:45 AM	8:30 AM	250	Rounds of 10	
Thursday		Office	7:00 AM	6:00 PM	5		MSU
Thursday	Breakouts		6:45 AM	8:00 AM	30	U Shape	PLC Committee
Thursday	Breakouts		8:00 AM	12:00 PM	80	classroom/theatre	AEA/ASRED/PLC
Thursday	Breakouts		8:00 PM	5:00 PM	40	U Shape	ANR
Thursday	Breakouts		8:00 PM	5:00 PM	35	U Shape	MM
Thursday	Breakouts		8:00 AM	12:00 PM	30	U Shape	COM
Thursday	Breakouts		8:00 AM	12:00 PM	40	U Shape	FCS
Thursday	Breakouts		8:00 AM	12:00 PM	35	U Shape	IT
Thursday	Breakouts		8:00 AM	12:00 PM	40	U Shape	PSD
Thursday	Breakouts		8:00 AM	12:00 PM	40	U Shape	CRD

Day	Description	Setup	Start Time	End Time	People	Comments	Meeting Description
Thursday	Breakouts		8:00 AM	12:00 PM	40	U Shape	4-H
Thursday	Breakouts		8:00 AM	12:00 PM	35	U Shape	AEA
Thursday	Breakouts		8:00 AM	12:00 PM	35	U Shape	ASRED
Thursday	AM Coffee Break		10:00 AM	10:30 AM	200	Prefunction area	
Thursday	Lunch	Buffet Rounds of 10	12:00 PM	1:00 PM	60		
Thursday	PM Coffee Break		2:45 PM	3:15 PM	60		
Friday	Breakfast Buffet	Buffet Rounds of 10	7:00 AM	8:15 AM	60		
Friday	Breakouts		8:00 AM	12:00 PM	35	U Shape	AEA
Friday	Breakouts		8:00 AM	12:00 PM	35	U Shape	ASRED
Friday	AM Coffee Break		9:45 AM	10:15 AM	60	Possibly	