



Old Dominion Chapter SGMP

Request to Host Education
Conference

Preferred dates:

February 28-March 1, 2023

Alternate dates:

March 1-2, 2023

Responses due

Thursday, May 19, 2022

The Old Dominion Chapter is interested in a member property for the 2023 Education Conference to be held on either February 28-March 1 (Preferred); or March 1-2, 2023. Please submit your proposals to Marilee Tretina by **Thursday, May 19, 2022**

Title of Meeting: SGMP Old Dominion Chapter Education Conference

Date: February 28-March 1 (Preferred), March 1-2, 2023

Attendance: 40 to 50

Sleeping Rooms:

15-25 rooms (first night)

Rate: per diem

Meeting Space:

General Session room set in crescent rounds for 40-50

Board room for 12

The schedule below is tentative and subject to change:

Day 1

10:00 a.m. - Board Meeting

Noon – Registration (Registration table and two chairs)

1:00 to 5:00 p.m. - General Session

5:30 p.m. - Reception

Day 2

Registration 8:00-9:00 a.m. (Registration table and two chairs)

8:00 a.m. - Registration/Breakfast/Open and Welcome

8:30 a.m. – 9:45 a.m. – Session

9:45 a.m. – 10:00 a.m. – Break

10:00 a.m. - 11:45 a.m. – Session

12:00 p.m. – 1:00 p.m. – Lunch and Business Meeting

1:00 p.m. – 2:00 p.m. – Session

2:00 p.m. – 2:15 p.m. - Break

2:15 p.m. – Closing (Adjournment time depending on location)

Audio-Visual:

General Session room: one screen package; one to three microphones;

Suggested ConcessionsFood and Beverage:

Day 1

Afternoon Break

Reception

Day 2

Breakfast

Morning Break

Lunch

Afternoon Break

Rooms

Comped for President

Comped for Planner Board Members or Reduced Rate

Meeting Space

Comped or Reduced Rate

Please respond by Thursday, May 19, 2022 by e-mail to:

marilee.tretina@deq.virginia.gov

If you have any questions, please call Marilee Tretina at (804) 356-1146.