United States Army
Corps of Engineers
Tulsa District

Regional Leadership
Development Team
Level 2, 2007-2008

SW Division
June 2008

Standard Operating Procedure (SOP)

Planning, Programming, and Execution of Small Business Conferences

EXECUTIVE SUMMARY

The US Army Corps of Engineers RLDP Level 2 Team has compiled this Standard Operating Procedure for Conference Planning as a tool to be used during the planning of conferences in the future. The specific example used in the development of this tool was the 2008 Tulsa-Little Rock SAME/USACE Small Business Partnering Symposium. This event is held every year between the Tulsa and Little Rock, alternating locations each year. This event has been held for several years and has grown in size each year.

This was the first year that the SAME posts enlisted the assistance from the RLDP team from Tulsa District USACE. The planning committee met early in August 2008 to make introductions and discuss member responsibilities. It was agreed that the RLDP team would be responsible for the theme development, conference flyer development, media release/mailings, conference registration, and this standard operating procedure. Along the way, the RLDP team was tasked with additional duties, such as planning the matchmaking session, obtaining speaker gifts, and coordinating speakers. The RLDP team was not intimately involved in the budget, golf tournament, hotel/venue, exhibit coordination, sponsorships, membership drive, website coordination, or PDH/PMI credit coordination.

The planning of the conference took place between August 2007 and April 2008. The actual SAME/USACE Small Business Partnering Symposium took place April 8-10, 2008.

At the start of the planning phase, the RLDP team discussed and developed a goal of promoting the conference to a level which would draw 100 attendees to the conference. Based on the efforts of the entire planning committee, the conference attracted more than 100 businesses, and well over 150 attendees. Numerous government personnel also attended the conference from many different USACE Districts, and what originally started as a conference between two cities, Tulsa and Little Rock, quickly grew to include representatives from cities like Galveston, Kansas City, Fort Worth, Louisville, and Southwestern Division.

As in past conferences, the financial goal of the conference was to earn enough money for scholarships and to cover all costs of executing the conference. Based on the efforts of the conference planning committee, the conference actually made approximately $25,000 above the originally anticipated costs. This was unheard of from other conferences attended by planning committee members and these additional funds will be used to fund future year conferences and SAME scholarships for area college engineering students.

Overall, the conference was viewed as a complete success by attendees and planning committee members alike. The attendees returning feedback evaluation forms indicated that the experience was positive and that they would attend in the future. The conference was such a success that several planning committee members have also been requested to assist in the planning of future Tulsa-Little Rock Small Business Partnering conferences.

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FOREWARD

The US Army Corps of Engineers Tulsa District has created a team called the Regional Leadership Development Program (RLDP) to mold the employees of the District into the leaders of tomorrow. This program has allowed many valued employees identify and use their strengths towards the completion of an annual project. This year's RLDP Team was tasked with the planning and execution of several key elements of the 2008 Small Business (SB) Symposium, hosted by the Tulsa and Little Rock posts of the Society of American Military Engineers and the Tulsa and Little Rock Districts of the US Army Corps of Engineers.

The purpose of this tool is to centralize the lessons learned from the previous conferences held between these two agencies and provide a planning and budgeting tool for those who will plan conferences in the future. This document provides a standard working tool that can be used to plan, budget, and execute a Small Business Conference. Keep in mind that this tool focuses on the lessons learned from the 2008 SB Symposium held in Tulsa, but also provides details and samples from conferences attended by planning committee members. This tool is not meant to be all-inclusive, and particular attention should be given to planning your individual conference to address the many unique details not specifically captured in this document.

Questions regarding this document should be directed to the highly qualified staff at the US Army Corps of Engineers Tulsa District at:

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Copies of this Standard Operating Procedure may be obtained from the staff at the US Army Corps of Engineers Tulsa District directly or may be downloaded directly by navigating to the Tulsa District homepage: http://www.swt.usace.army.mil/

PART I

PLANNING PROCESS

Planning Process Description

This section of the conference planning tool covers the process that the Planning Committee used during the planning process for the 2008 Tulsa-Little Rock SAME/USACE Small Business Symposium. The Planning Committee consisted of members from the RLDP Level 2 Team, Tulsa SAME Board Members, Little Rock SAME Board Members, USACE-Tulsa District personnel, and USACE-Little Rock District personnel. The discussions listed below are based on input by the 2008 Level 2 Regional Leadership Development Program Team. Included in this section is a basic discussion of how major aspects of conferences might be developed during the planning process. Deviations from the processes listed below are encouraged to keep the committee focused on providing the best end product for the conference attendees. The descriptions below do not cover all aspects of how a conference will be planned, but rather provide a starting point for items to consider when developing a list of tasks to complete the planning process.

Pre-Planning Phase:

Schedule –

A rough schedule was developed early on based on the Little Rock AAR from 2007 and input from our RLDP team. This schedule was developed and utilized to provide the RLDP team guidance on the completion milestones of our planning tasks. This was never fully integrated with the overall Planning Committee's schedule but easily could be with a little coordination from the non-RLDP side of the team.

Address List –

An address list was needed for soliciting small and large businesses, SAME members, and COE personnel around the region. Initially, a comprehensive digital list could not be located so the Planning Committee first gathered business cards from the Tulsa District Small Business Deputy, Yolane Hartsfield, and then contacted the regional SAME chapters and the Small Business Administration to obtain the lists they had on file. After the RLDP team received all of the information available, the team compiled an electronic list of personnel information and email addresses. Most of the contacts were provided only with email addresses. A separate list was generated with business addresses if no email was located. After the RLDP team compiled the final lists, the conference planning committee utilized this as the primary database for electronic media reminders and registration internet links. As more information became available throughout the planning process, the electronic lists were updated.

Flyer –

A solicitation flyer was recommended to be sent out 6 months prior to the conference, based on input from the Little Rock AAR from 2007. The flyer was generated using Private resources and was based on the accepted conference theme after some

brainstorming sessions with the Planning Committee. The theme this year was "Partnering Towards Greatness". The RLDP team voted on this theme from a total of five themes. This was incorporated in the "Save the Date" flyer and sent through the digital address list as detailed above. A copy of the approved flyer can be found in the appendix.

Conference Program –

A conference program was generated based on the finalized agenda. This is recommended to be completed at least a month before the actual conference but proved difficult with speaker changes and last minute adjustments to schedules. The program was developed based on past AARs and lessons learned from Little Rock, Oklahoma City, and Tulsa Small Business conferences along with input from the National Conference planning committee. The program was also generated based on the approved theme and availability of qualified speakers. LTC Thomson provided input to the conference planning committee for maintaining proper Military protocol. First, the planning committee wanted to make sure that there would be adequate opportunities for the small businesses to interact with large businesses and government personnel. Also, the committee wanted to ensure that the speakers and panels for the conference also addressed informational topics that would be beneficial to them. The final topics chosen are listed in the program in the appendix.

Media –

SAME wanted to reach as many people as possible to inform them of the upcoming conference. Advertisement paths included media distribution lists, and email distribution lists. The email distribution list was a compilation of SAME member lists, small business lists and miscellaneous business list.

Dispersing information through local media was a new path of transferring information to the public to reach those people who do not typically attend SAME meetings or events and are just off the radar for this type of thing. The primary method of advertisement was through email. Guernsy provided the software service fees for the email (membership announcements and PR) campaign and this service was highly effective. This was the primary means for letting SAME members and potential attendees know about the conference and pointing them to the registration page. The average open rate was approximately 20-25% over all of the campaign which was reported as good statistic.

Media lists were acquired from the COE for each region by contacting the Public Affairs Officer (PAO) of the Tulsa, Little Rock, Galveston and Fort Worth Districts. The media lists that were obtained are located on the cd included with this SOP. It should be possible to use these lists on future conference planning events since most media outlets will likely remain the same with few changes. Two press releases were sent to local media outlets in OK and surrounding states for the 2008 conference. Stats for the press releases are 222 emails sent to contacts of which 32% opened the first then 26% opened the second.

The email list was compiled from several locations. SAME member lists were obtained through the local SAME posts. The small business list was created by contacts provided by the small business office of the Tulsa District and manually input. Companies that did not have an email address received a hard copy by mail. There were 75 announcements sent via USPS. The email list consisted of 1770 addresses with an open rate at around 21%.

The following table lists is an example of the information distributed for the 2008 conference. The “clicks” column records the number of people who clicked on the link to the conference web page. This is not a list demonstrating the timeline of when advertisements should go out.

Date Sent	Email name	Sent	Bounces	Spam Reports	Opt-outs	Opens	Clicks	Forwards
4/4/2008	Final SAME SB Announce	1762	0	0	0.1% (1)	15.6% (274)	7.3% (20)	0
4/4/2008	SAME SB Press Release 4-4	221	0	0	0	26.2% (58)	0	0
3/21/2008	SAME SB Early Registration Ends	1768	14.8% (261)	* 2 *	0.3% (6)	18.0% (272)	5.9% (16)	0
3/19/2008	SAME SB Press Release 3-19	222	19.4% (43)	0	0.5% (1)	32.4% (58)	0	0
3/17/2008	SAME SB Golf	1771	15.6% (277)	0	0.2% (3)	21.4% (320)	3.4% (11)	0
3/7/2008	Final Hotel Reminder - SAME Conference MAR 7 2008	1774	0	0	0.2% (3)	15.3% (272)	12.5% (34)	0
2/21/2008	(corrected) Register Now SAME Conference FEB 7 2008	1781	13.9% (247)	0	0.4% (7)	22.3% (342)	15.8% (54)	0
2/7/2008	Register Now SAME Conference FEB 7 2008	1773	0	1	0.2% (3)	22.3% (395)	13.7% (54)	0
1/25/2008	SAME Conference Jan 17 2008	1775	14.1% (251)	0	0.1% (1)	28.3% (431)	16.7% (72)	0.2% (1)

OSPE and ASCE are other professional organizations whose member's may have been interested but were not contacted.

Execution Phase:

Schedule –

The schedule is attached although this was mainly utilized during the pre-planning part of the conference when we were establishing guidance for the RLDP members.

Address List –

The need for a comprehensive digital distribution list was essential to large turnout at this year's conference. This should be maintained for future use.

Flyer –

The flyer was appealing and sending it out early was a great method of assuring the conference was noted on everyone's calendar months in advance. This is also attached.

Conference Program –

The program was difficult to tie down. The need to execute this early would ensure less stress on the planning committee.

***Narratives of the areas of the conference which were not the total responsibility of planning by the RLDP will be provided by the conference planning committee members responsible for that area.*

PART II

LESSONS LEARNED

LESSONS LEARNED

This section of the conference planning tool covers many lessons that have been learned and discussed during the planning process for the 2008 Tulsa-Little Rock SAME/USACE Small Business Symposium. This is a collaboration of lessons learned from several conferences attended in 2007 and 2008, as well as the experiences and advice from several conference planning committees. The lessons listed below are based on the discussions of the 2008 Level 2 Regional Leadership Development Program Team.

Pre Planning Phase:

1. Planning Committee should develop an overall planning schedule identifying tasks, meeting dates, important milestone dates, estimated durations, and responsible parties for each task.
2. Utilize the existing electronic mailing list as a baseline for expansion. Work with the Small Business Deputies to keep this list up-to-date throughout the planning process.
3. Initiate the sponsorship requests early in the planning phase as soon as a preliminary program is developed. Identify significant meals or high cost items and solicit sponsorships for those items. See event logistics below for examples.
4. Assign a conference committee member the responsibility of coordinating a "matchmaking/speed-dating" session where businesses and government personnel have the opportunity of a face-to-face, uninterrupted interview session. The matchmaking session coordinator will need to revisit the attendee list numerous times prior to final selection of "table hosts" to verify that all parties will be able to participate.
5. Upon final selection and verification of attendance, the matchmaking coordinator will need to develop a spreadsheet, to be placed at the registration booth or online at the registration website, which will allow conference attendees to sign up for one or more interview session(s).
6. Notes should be added to the matchmaking sign up sheet indicating, at a minimum: 1) the maximum number of sessions each participant can sign up for, 2) how the schedule is set up, 3) time slots for the individual interview sessions, and 4) matchmaking event location, etc.
7. Identify more Government personnel involvement in the matchmaking session and consider having the matchmaking event run longer than 1 hour. Include a matchmaking event on each day of the conference, changing the focus from small business contacts to large business contacts to Government contacts.
8. Keep the matchmaking session open to all event participants.
9. On the matchmaking session sign-up sheet, leave space to include company names for the participants so the hosts of each table will know which company with whom they are speaking.
10. Assign a conference committee member the responsibility of maintaining the "war room" throughout the duration of the conference. This will allow speakers

and other planning committee members the opportunity to prepare for their responsibilities during the conference without disruption.

11. Assign a conference committee member the responsibility of coordinating all of the technical/audio/visual duties for the location and coordinate availability of the location and needs of the speakers and presenters.
12. Keep flexible, plan for crises, coordinate any issues that may arise, and maintain VERY open communication.
13. Develop a "save-the-date" flyer with information on what will occur at the event and what the theme will be. Send this out utilizing the electronic mailing list approximately 6 months prior to the event.
14. Complete the program at minimum 1 month before the event occurs.
15. If you are using the event as an opportunity for participants to receive Continuing Education Credits, Professional Development Hours, or Professional Development Units, have the program completed a minimum of 1 month prior to the start of the event.
16. Maintain a more detailed and dynamic agenda which supplements the overall program being reviewed for allowance and approval of credit. This agenda will allow planning committee members to maintain flexibility while taking care of the overall CEC/PDU/PDH credit approval process.
17. It is helpful to assign speakers to the program that people can identify. Follow up with the presenters and speakers prior to the conference to ensure that they have rehearsed their presentation or speech prior to the day of the event.
18. Choose a location that is acceptable to the planning committee as a whole. Have planning members visit the facility prior to contract commitment. Ensure that the locale has adequate signage for the event. If signage is not available, be sure to allow funding and time to produce adequate and clear signage for the event.
19. Choose a committee member who will be responsible for locating and transporting flags, banners, etc. to the event location.
20. Plan to have a generic business card to give to any conference participants with whom the committee interacts.
21. The email campaign was highly effective. The key to this campaign is developing an accurate and complete email distribution list then sending the information out in a timely and attractive fashion.
22. It is very beneficial to have the conference information on the web site with registration capability as early as possible so a link can be placed in the emailed flyer for attendees to go to and find out additional information.
23. Utilizing RegOnline reporting capabilities, include a pre-registered attendee list in the registration packets.

Execution Phase:

1. The conference planning committee should be at the conference locale no later than 2 hours prior to the beginning of the registration for the conference, to allow time to set up the registration and main presentation area. If available, set up the location the night before.

2. Develop an overall identification badge or attire for the conference planning committee. This will allow participants to readily identify a person who can assist them. Identify a typical committee planning member at the beginning of the event.
3. Develop a schedule card to be included with the nametags at the event which outline the matchmaking session times and durations. This will allow the participants to keep a schedule with them and allow them to know with whom they signed up to interview.
4. Stay on schedule. Understand that minor overlap of time will occur, but if it does, keep presenters and speakers on track and on time with prompts. Include adequate time to move from one event to another, one room to another, etc.
5. Encourage speakers and committee members to utilize the "war room" throughout the duration of the event. This should be emphasized at initial registration and reminders given throughout the event.
6. Include a brief (<= 1 minute) company infomercial in the event program. This allows each event participant the opportunity to sell their company or product in a spotlight format at the beginning of the event. Include a break time after this session to allow participants to meet and greet one another after initial interests and needs are identified.
7. Allow for multiple Commanders to participate in the execution of the event (i.e. talking to Contractors and introducing events/sessions). Allow for a moderator for facilitating transitions between events/sessions. One Commander can do major sessions associated with the event, but allow others to handle the transitions.
8. Have a time moderator assist the Commander with maintaining the schedule so that they can break contact with the conference participants and allow the Commander to perform the duties he/she has in the event.
9. Make sure to keep water and drinking glasses on the tables at all sessions or presentations.

Event Logistics:

1. For the food sponsorships, especially major meals involving all registered participants (lunch, dinner) consider offering several smaller sponsorships that can go towards the overall cost of the meal in lieu of one company sponsoring an entire meal. (5 - $500 sponsorships versus 1 - $2500 sponsorship). It is easier to find multiple sponsors for smaller events/meals than to find one sponsor for one large event.
2. Identify a lanyard and nametag that are acceptable to the entire committee. Once identified, purchase or determine if a sponsorship can be utilized towards obtaining the desired hardware. Utilize a sturdy lanyard in lieu of an inexpensive lanyard. Event participants were seen having some trouble with the less expensive lanyards that were provided at the registration booth.
3. Ensure that any event backup hardware (computer cables, telephone chargers, microphones, lights, computers, batteries, etc.) are located in the "war room" in the event that the primary hardware fails or breaks.

4. Include adequate signage for each meeting room being utilized at the event locale. Also include a map in the registration packet identifying meeting spaces at the locale.

Registration:

1. Based on discussions with the planning committee associated with the 2008 Small Business Symposium, a highly regarded recommendation is to use the internet-based software program, RegOnline. This program has many reporting capabilities and is very useful when handling small and large conferences. Different reports can be viewed which can target specific audiences.
2. If your conference includes an extracurricular activity, such as a golf tournament, local tour, or separate attendance, set up the RegOnline system to have each participant listed separately, not as a company with X number of participants. This way, name badges can be made to accommodate each participant individually and teams or groups can be established prior to the day of the event.
3. Coordinate with the RegOnline Coordinator for SAME National, Diane Schreiber, to assist in setting up the event using the software program. Discuss with her how to allow check payment earlier in the registration process prior to the day of the event.
4. The nametags for the event should depict participant names in large font, with minimal information included. The name tags should, at minimum, depict the participant's name, company, and office location. Very little else is needed on this card. Be prepared to print nametags on the spot for last minute changes and registrants.
5. Include a pad folio/miniature notebook with pen in the registration packet for event attendees to utilize for notes and information at the event.
6. SAME Treasurer needs to be present during the entire registration process to take the attendees' credit cards, as several attendees registered the day of the conference.
7. Ensure that onsite registration forms have been coordinated with the same information as online registration forms, including fees and events.
8. Onsite registration should be separated from the pre-registration. Attendees who pre-registered should not be held up by people who are registering onsite.
9. Separate the registration nametags into several stacks alphabetically at the registration booth and have one attendant at each stack to facilitate a rapid registration process.
10. Ensure that name badges are present for all attendees on the pre-registered list and have blank, perforated name badge sheets readily available for those who register on-site.

Post Execution Phase:

1. After completion of the event, a separate email should be sent to each registered participant, utilizing the RegOnline system as the basis for communication, thanking them for their participation and including a link to a website where all

of the presentations and participant information is listed and can be used by the participants.

2. The SAME post President responsible as the lead for the conference should send a note of thanks to each of the speakers. These notes can be written and signed ahead of time and then mailed after the event.

Program Development:

1. Plan for transition time between event sessions, especially if sessions are occurring in multiple locations. A conservative time would be 5 minutes between sessions. This allows just enough time to move, but not enough time to socialize.
2. It is a good idea to allow a "success stories" panel discussion to allow event participants to interact in a forum setting with companies with whom they relate.

***Lessons Learned for the areas of the conference which were not the total responsibility of planning by the RLDP will be provided by the conference planning committee members responsible for that area.*

PART III

PLANNING TIMELINES

Registration Planning for the 2008 Small Business Conference

Eight-Nine months prior (Jul-Aug 2007):
Project was presented to the RLDP team which delegated the duties of marketing, registration, and SOP to its team members. A team lead was designated.
Assign team member to coordinate invitations to all USACE and SAME organizations/participants involved in planning.
Contacted Little Rock and OKC chapters to identify larger audience.
Reviewed past AAR from Little Rock.
Incorporated other chapter resource lists to our mailing and contact list.
The RLDP team came up with a list of conference themes to present to the SAME group.
The RLDP team prepared an electronic email and mailing address listing from almost 500 business cards obtained from Yolane Hartsfield.
The RLDP team met with the SAME folks to discuss everyone's responsibilities for the conference.
Gather information about the audience, budget, conference goals, and timelines. Gather as much information as possible, as early in the process as possible.
Develop mail and registration lists.

Seven months prior (Sept 2007):
Develop a conference "theme" which describes the intent of the conference and addresses the conference participants.
Studied conference flyers from other groups.
Identified several alternatives for flyers.
Develop draft conference "save the date" flyer and press release.

Six months prior (Oct 2007):
Finalize conference "save the date" flyer.
Execute conference "save the date" flyer.
Placed "save-the-date" flyer in SAME newsletter, and emailed to the developed email list.

Five months prior (Nov 2007):
Three members of the RLDP team attended the National Small Business Conference in St. Louis, meeting with the HQUSACE conference coordinator (Ms. Karen Baker) and the SAME Meeting and Conference Manager (Ms. Diane Schreiber). The meetings and attendance at this conference proved to be very beneficial in preparing for the upcoming Tulsa conference in April 2008. One of the major ideas gained from the national conference was that of an online registration (RegOnline) rather than manually registering attendees.
Added national conference attendees to our electronic list.
The RegOnline concept and Ms. Diane Schreiber's name were presented to Justin Proctor at the next meeting with the RLDP team and the SAME folks to further discuss the planning of the conference. (RegOnline Process and Quick Facts are attached in Appendix B).

A member of the RLDP team obtained a marketing POC name from Diane Schreiber – Ms. Michelle Ye at Advantage Marketing Incentives. The member contacted Ms. Ye to obtain ideas on name badges, vinyl badge holders, and mini-pad folios for the registration packets.

Four months prior (Dec 2007):
Execute emailing to email list and hard copy flyers.

Two and a half months prior (Jan 2008):
Justin Proctor (SAME) initiated opening an account under RegOnline with Diane Schreiber.
The SAME Tulsa Post Treasurer (Adam Crisp) was chosen as the main POC on the RegOnline account.

Two months prior (Feb 2008):
Online registration became "live," with a few exhibitors and attendees being successfully registered. An announcement was electronically sent to the mailing list prepared by the RLDP team. The conference was also advertised on the National and Local SAME websites. Early registration was up to two weeks before the conference. Meetings with the RLDP team and SAME folks began to occur every two weeks at this point. The agenda, speakers, and sponsorships were being finalized. The order for the mini pad folios was postponed, due to Little Rock District saying they believed they had at least 100 SAME pad folios and some fabric bags from last year's conference in Little Rock.
Order padfolios, lanyards, and badge holders.
After researching the name badges and vinyl badge holders, Ms. Loretta Turner (SAME) decided to obtain those items from a local store (Office Depot).
The CEC/PDH/PDU credit application needs to be coordinated with the PMI Institute personnel at least 45 days prior to the event. This will allow ample time for the PMI to process the request and approve the agenda for credit. In order to process, the PMI personnel must have a complete agenda, biographies of speakers, and discussion topics.

One month prior (Mar 2008):
Meetings with the RLDP team and SAME folks began to occur every week or as needed. The RLDP team resumed the order for the mini-pad folios, as the Little Rock resources would not cover the entire conference. An order for 200 pad folios (initial color of brown was changed to green by Loretta Turner) was completed, with SAME using their credit card for payment. SAME provided the name badges and badge holders which came with stretchy lanyards. The pad folios were received at the Tulsa District office. The SAME folks came up with plastic bags and Tulsa "Things to Do" Brochures from the Tulsa Chamber of Commerce.
Execute press release/media release.
Pull down list of potential matchmaking session table leaders and create spreadsheet
Confirm that potential matchmaking table leaders will be able to participate in the session(s).
Develop draft sign-in sheet for matchmaking session.
All bios and photos for the program should be in.

Two Weeks prior (late March 2008):
All items to be included in the registration packets should be delivered and coordinated to confirm receipt of all planned items.
Contacted all speakers and requested presentations to be sent at least 1 week prior to conference to a POC on the RLDP team.
Contacted speakers to coordinate any hard copy material handout needs they may have and get them printed ahead of time.
Committee informed the speakers that it would not be possible to produce large volumes of handouts the day of the conference without having reproduction outsourced.

Less than a week prior (2-7 April 2008):
The RLDP team members worked with the SAME folks and provided final edits on the hard copy program. The Tulsa Deputy Commander met with the RLDP team, to go over the final agenda, almost like a "dry run." The RLDP team and SAME folks met at the Tulsa District building after work the evening before the golf tournament (7 Apr), to fill the registration bags.
The registration bag "stuffing" should be completed one week prior to the conference.
Finalize matchmaking sign-in sheet and reconfirm with all table leaders.
Print tabletop name cards for matchmaking/speakers breakout sessions/speaker panels
RLDP team compiled and checked all presentations and media needs of speakers. This did avert problems since laptops used at the conference needed to have the latest PowerPoint software installed to run some presentations.
Print all table top tent place holders for attendees' reserved tables in conference and lunch areas. Take blank cardstock and template to conference to print last minute changes.

9-10 April 2008:
The Small Business Conference! The RLDP team met the SAME folks at the Renaissance Hotel at 0600 the first day. The registration table was set up with the alphabetized name tags split up in three groups. The Tulsa SAME Treasurer had a credit card machine to handle the attendees registering the day of the conference. Name tags were inserted in the badge holders and lanyards had to be connected to the badge holders. Registration for the match-making session was held off to the side of the registration desk. At registration, attendees were asked if they were a small business. If so, they were asked if they wanted to take part in the match-making session. If interested, they were directed to the match-making session registration. The large businesses and USACE POCs for the match-making session had already been established. As attendees registered, a master list was checked off. At registration, attendees were given a registration bag and directions to the main conference room. For the second day, the RLDP team set up an informal registration desk inside the main meeting room because we no longer had use of the Renaissance Hotel's permanent desk we had utilized the previous day for registration.

1 week after conference (April 2008):

Send out thank you cards/letters to conference speakers/panelists and planning committee members.

Evaluate overall expenses accounts, budget information to determine how the final income/expense sheets will be handled.

APPENDIX A

PLANNING COMMITTEE RESPONSIBILITY MATRIX & TASK LIST

2008 SAME Small Business Symposium
Planning and Progress

Event:	**SAME Small Business Symposium**
Date:	**April 8-10**
Location:	**Renaissance Hotel**
	Tulsa, Oklahoma
Updated Last:	**April 1, 2008**

Monthly Reporting

- Budget Committee Report
- Registration Procedures
- Agenda Update
- Speaker Confirmation Updates
- Golf Tournament Update
- Sponsorship Update
- Task updates/assignments – where no input has been received (See attached task table)

2008 SAME Small Business Symposium
Planning and Progress

Task No.	Task Description	Assignee(s)	Current status
1	**Conference Flyers** • Graphic Design (print & electronic) • Send info to SAME National • Distribute to local SB related organizations • Distribute to SAME members	Design – GUERNSEY COE Leadership Development Team **Complete!**	• dates for conference and golf tourney set, currently developing • developing simple save the date announce for early notices • coordinate w/ GUERNSEY on graphic design • provide material to CoE for coordinating w/ local SB organizations • Justin to send a reminder of hotel registration & conference registration. • Justin is get press announcement out in upcoming events. 3/19 • Justin to send Shirley Bruce announcement for LR.
2	**Registration** • Registration packet materials • Determine Fee • Hospitality • name tags • assemble packets for conference • email announce for open registration	COE Leadership Development Team	• developing ideas for promo items in conf packets • developing total budget for conference packets • John Sparkman/Cheryl Cohenour developing budget for dinner after golf • Online Registration – JWP contact Ft.Worth – SHudson contact friend • GUERNSEY email "open registration" • Coordinate access to key committee members to monitor registrations • Packet materials – solicit donations for bags, pens, pads, **– Lorraine – Chamber** send to her within next two weeks. **Items gathered and stockpiling in Yolanes office.** • **Padfolios rec'd – Laura Redemann** • **Loretta getting badge holders – Guernsey printing tags.** • Determine date for assembling packets – **7 April stuff packets at CoE-Room 460? Loretta Bringing pizza.** • Matchmaking session – reuse form from last year. **Adam to scan form and reformat– each registrant will get a form in their packet. Loretta to get Adam list of registrants and sm vs lg biz**
	Renaissance Hotel • Group Rate • Other hotel if necessary for lodging • Meal coordination (bkfst, lunch, dinner)	Loretta Turner	• getting updated contract for final hotel dates, will send to JProctor and BThomson • obtaining menus from Renaissance • determine additional fee for second room for breakouts • determine menus • Hors D'oeuvres sponsors, items- Shannon H. continuing to coordinate • **We have War Room for speakers; Donna W will greet and make sure speakers have what they need.** • **We have lunch room for "speed dating" section. Room will be cleared from lunch and "freshened up" – rounds of 10** • **Convention Desk in Conference Lobby confirmed for all day Wednesday**

2008 SAME Small Business Symposium
Planning and Progress

4	**SAME Scholarship Golf Tournament** • Move golf tournament date from JUNE to APRIL to coincide w/ symposium?	Heather Tittjung Cheryl Cohenour Lorraine Woxell	• tournament date set for 4/8 – reserved date at Cherokee Hills • JSparkman completing request to comp tournament, submit ASAP • ASparkman has list of alternate courses if CHGC cannot be comped • finalize sponsorship by Cherokee Nation • participant packets (balls, tees, coozie????) from sponsors – door prizes • Trophies/placques for winners – Ordered? • Hole sponsorship/ pin flag sponsorship update? • Hamburgers? Social?
5	**Exhibit Coordinator** • Registration packet materials • Exhibitor fee and registration process • Utilities for exhibitors • Where to ship booths • Distribute to local SB related organizations • Location	Shannon Hudson	• Exhibitor pricing and set-up coordination w/ hotel • send exhibitor prospectus to local SB organizations • Update on networking social?
6	**Agenda**	Yolane/LTC Thomson	• finalize speaker slots • decide on speaker request • Match making signage? • Match making tables – **stay in lunch room (Loretta**) Rounds of 10 • **Lorraine (last Large Biz for Success Stories Panel)** • LTCOL to find remaining Gov't bios • **Need clarification if Patrick is doing a future work MILCON or just FT Sill** • **Get Agenda update to Entire committee - Loretta**
7	**Partnering Match**	COE Leadership Development Team (Adam & Yolane)	Need to get "listeners" – LTC Thomson coordinating LT needs to bring printout of registration next time to go through – sent to Keith Sign up for 5 different matchmaking sessions.
8	**Program/Speaker Coordination** • procuring speaker, designate program topics • Invitation LTR • Gifts • presentation requirements (AV, PPT, etc)	Yolane COE Leadership Development Team	• develop topics at next Symposium planning meeting, come up w/ potential speakers • obtain bios for all speakers • coordinate w/ hotel – and speakers – to determine AV requ. • **Need someone to coordinate with speakers on A/V requirements and getting presentations ahead of time. Keith Rice** • **Need to know if we have permission to post presentations on website** • **Need to know if they want handouts in sessions or in packets – need ahead of time for packets.**

2008 SAME Small Business Symposium
Planning and Progress

13	**Sponsorships** • set sponsor levels • meal sponsors • meeting sponsor • solicit sponsors	Lorraine Woxell	• review sponsorship levels from 2006 • use submitted budgets and hotel expenses to set sponsor levels • Scheduled calls to Sustaining members w/ weekly reports • Shannon to get sponsorship info to Justin for program.
15	**Budget/Accounting** • Budget • Payments	Adam Crisp	• all persons whose areas of responsibility affect conference budget, please submit budget ASAP for review by planning group •
16	**SAME Membership Drive** • Small Business • Chamber of Commerce members	Kathy Smith	• **develop talking points for conference intro/conclusion touting benefits of SAME membership – Loretta to get to COL Funkhouser** • Have potential member packets available to handout **– Kathy Smith bringing.**
17	**Web Site Coordination** • SAME • District • Regional Posts • Periodic emails	John McClearn	• incorporate online registration once vendor selected • add dates and other info as becomes available • add agenda/sponsorships, etc to SAME Tulsa Post site- Loretta sent to John McClearan
18	**Press Release** • local media media in Region, tie to local posts for relevance • work through Tulsa USACE Public Affairs	COE Leadership Development Team	• develop mailing lists – electronic if possible (below) • 3/19 press releases went out.
19	**Mailing List/Contact List** • AIA OK and surrounding states • SAME • GOV't • SBA • NSPE • ACEC OK and surrounding states	COE Leadership Development Team	
20	**PDH** **PMI – Project Mgmt Institute**	David Epperly LTC Bernie Thomson	• incorporate PDH into conference program • check on PMI

APPENDIX B

SAMPLE FORMS/HANDOUTS

Society of American Military Engineers
Tulsa Post

February 13, 2006

Society of American Military Engineers
Tulsa Post
1645 S. 101st E. Avenue
Tulsa, OK 74128

Colonel Wally Z. Walters
US Army Corps of Engineers
Little Rock District Commander
Post Office Box 867
Little Rock, AR 72203-0867

Dear Colonel Walters,

The Society of American Military Engineers, Tulsa Post Future Work and Small Business Symposium is scheduled in Tulsa from April 4-6, 2006. As part of this conference, we would like to present a District Commander panel on April 5th at 12:00 p.m.

It would be most beneficial to this group if they could hear from you or your designated representative at this time. Attendees will be very interested in hearing how they can best serve the Little Rock District's needs.

Please let us know by March 1, 2006 if you are able to address this group. We realize you have a very busy schedule and may have other commitments. Our point of contact is Ms. Cynthia Kitchens at 918-669-7042.

Thank you for your consideration.

Sincerely,

Miroslav P. Kurka
President, Tulsa Post
Society of American Military Engineers

RENAISSANCE.
TULSA HOTEL &
CONVENTION CENTER

EXHIBITOR INFORMATION

AUDIO VISUAL & ELECTRICAL NEEDS

Please complete the following information and fax/mail your order at least 3 days prior to the event, along with payment information.

Qty	ITEM	Price per day	Day(s)	Total
	VHS/or DVD & 32" TV/Monitor on Cart	$135		
	32" TV/Monitor w/ remote on 42" cart	$90		
	Flipchart frame w/ pad & markers	30		
	Easel	$15		
	Wired Internet Access	$75		
	Dial-up Analog Telephone Line (Long distance toll charges additional)	$30		
	AC Power Access, 120 Volt / (up to**) 5 Amp** (Additional charges may apply for higher voltage/current requirements	$10		
	AC Power Access, 120 Volt / (up to) **20Amp** (Additional charges may apply for higher voltage/current requirements	$40		
	Extension Cord (3 wire, 25 foot, 16Gauge)	$5		
	Extension Cord (3 wire, 50 foot, 12Guage)	$10		
	Power Strip/ Surge Suppressor	$8		
	6x6 Tripod screen for projector	$35		
	Other	Quote		
			Sub Total	
			22% Service Charge	
			Tax 8.517%	
			Total	

Conference Name: _____ **Conference Dates:** _____

Company Name: _____ **Booth Number:** _____

Address: _____ **Telephone:** _____

City, State: _____ **Zip:** _____

Printed Name: _____ **Date:** _____

Signature: _____ **Card Type:** _____

I agree to pay for all charges indicated on form and additional handling charges that may accrue after departure.

Credit Card #: _____ **Exp. Date:** _____

Return this form to Audio/Visual
Phone (918) 307-4090 or Fax to (918) 307-4035 / Email Bryan.Fulton@jqh.com

All exhibit materials may be shipped directly to the Hotel (6808 South 107th East Avenue, Tulsa, OK 74133).
All packages must be clearly marked with the ***receiver name, conference name, exhibitors name and date of arrival*** to insure timely delivery. Any exhibit materials received at the Hotel will assess a ***daily*** handling & storage fee as follows. Prices are quoted per individual package and include only inbound receiving, storage fees, and outbound handling fees.

Number of Boxes to be shipped to the hotel _____

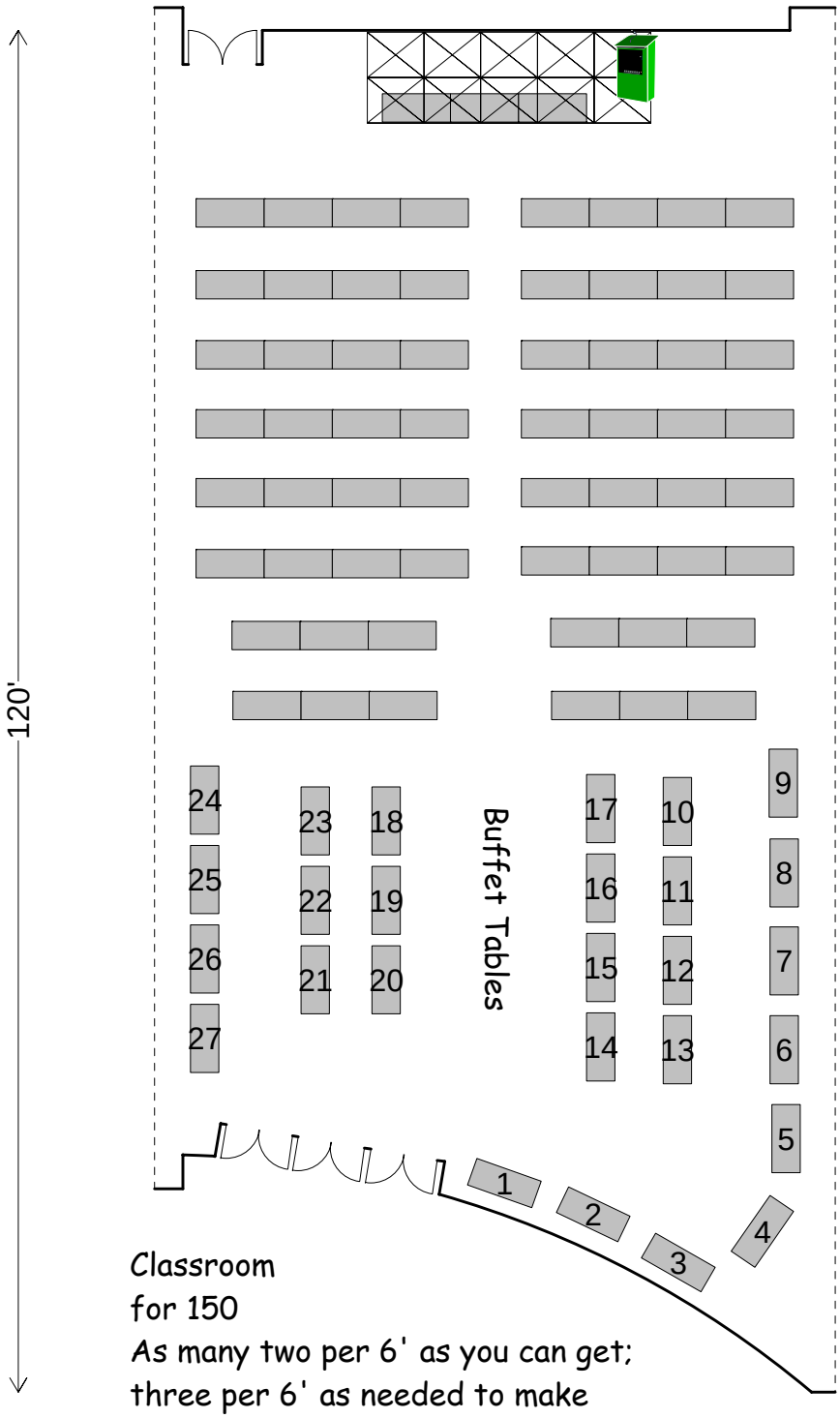
Hotel will adjust days of storage before and after event accordingly.

Qty	ITEM	Price per day/per box	Day(s)	Total
	Boxes 0 – 25 lbs	$5.00		
	Boxes 25 lbs – 50 lbs	$7.50		
	Boxes 50 lbs – 100 lbs	$10.00		
	Boxes over 100 lbs/Pallets: per 100 lbs up to 1000	$10.00		
			Total	

If you would like a final invoice of charges, please supply your fax number._____

Booth	First Name	Last Name	Company/Organization	$150	$300	Hors D' oeuvres
1	Jim	Clary	CH2M HILL		x	Cheese Tray
2	Bryan	Sanders	Performance Surfaces			
3	Lisa	Tedesco	HDR, Inc.			
4	Carolyn	Gunther	Alutiiq			
5	Angela	Frew	ASSET Group, Inc.			
6	Mark	Sanders	Vanguard Contractors	x		Tandori Chicken Skewers
7			USACE - Little Rock District			
8			USACE - Tulsa District			
9	Bill	Pearson	Weston Solutions, INC.		x	Veggie Crudite
10	Chris	Koehler	Geo-Marine			
11	Kathy	Smith	Cyntergy AEC			
12	Mike	Fitter	Enercon			
13	James 'Bud'	Brown	PBS&J	x		Chipotle BBQ Beef Sate
14	Chip	DeShields	Sherlock, Smith & Adams			
15	Mike	Marco	eConsulting Group™, inc.			
16	Dennis	Ellington	Mason & Hanger	x		Chicken Pot Stickers
17	William	Stutz	S&A Environmental Consultants, LLC	x		Wonton Wrapped Shrimp
18	Tom	Gilroy	TestAmerica	x		Cookie Tray
19	Ron	McCutcheon	McKinzie Construction, Inc.			
20	Justin	Proctor	C. H. Guernsey & Company	x		Sausage Stuffed Mushrooms
21	John	Dougherty	Dougherty Sprague Environmental, Inc.			
23	Stanley	Wojinski	ECC			
24	Bob	Boyd	Empirical Laboratories, LLC			
25	Walt	Catlett	Hanson Pipe & Precast			
26	Alan	Watt	Reynolds, Smith and Hills, Inc.	x		Chicken Quesadillas
27	Steve	McCarter	Dynamac Corporation	x		Assotred Mini Desserts

Panel table for 6 ppl
w/off centered podium



Classroom
for 150
As many two per 6' as you can get;
three per 6' as needed to make
get 150 chairs...count may go down

2008 Small Business Symposium Matchmaking Session

Large Business/Government Representative Interview Availability

PLEASE SIGN ON 5 SPACES ONLY

Company	Point of Contact	Company Interests:
Benham	**Stan Rankin**	Specialty: Full service A/E firm Looking for: In-House Construction for Integrated Design/Build, Environmental
Interview Times	Session 1	
	Session 2	
	Session 3	
	Session 4	
	Session 5	
C.H. Guernsey	**Ken Senour**	Specialty: Full service A/E firm, Military, Civil, Environmental Services Looking for: Subcontractor - Service Disabled, Teaming Arrangements, 8(a), HUBZONE
Interview Times	Session 1	
	Session 2	
	Session 3	
	Session 4	
	Session 5	
CH2M Hill	**Jason Burkhard**	Specialty: Full service A/E firm, Military, Civil, Environmental Services, Construction Looking for: Subcontractor, Teaming Arrangements
Interview Times	Session 1	
	Session 2	
	Session 3	
	Session 4	
	Session 5	
PSA-Dewberry	**Andy Cueto**	Specialty: Full service A/E firm Looking for: Subcontractor, Joint-Venture, Mentor Protégé, SB - A/E, SB - NEPA, SB - Survey/Civil, SDVO - Environmental
Interview Times	Session 1	
	Session 2	
	Session 3	
	Session 4	
	Session 5	
Garver Engineers	**Darold Davis**	Specialty: Full service A/E firm, Civil, Transportation, Structural, Surveys, Site Looking for: Prime/Subcontractor, Teaming Arrangements, Joint Venture, D/B Contractor
Interview Times	Session 1	
	Session 2	
	Session 3	
	Session 4	
	Session 5	

2008 Small Business Symposium Matchmaking Session

Large Business/Government Representative Interview Availability

PLEASE SIGN ON 5 SPACES ONLY

Company	Point of Contact	Company Interests:
Jacobs Carter-Burgess	**Mark Thompson**	Specialty: Full service A/E firm, Looking for: Prime/Subcontractor, Teaming Arrangements, Small Business Partners, and Design/Build Partners
Interview Times	Session 1	
	Session 2	
	Session 3	
	Session 4	
	Session 5	
Mason and Hanger	**Dennis Ellington**	Specialty: Full service A/E firm, Prime Contractor Construction Services Looking for: Subcontractor, Teaming Arrangements, Small Business Partners
Interview Times	Session 1	
	Session 2	
	Session 3	
	Session 4	
	Session 5	
Parsons Infrastructure/Tech	**Patrick Fink**	Specialty: Design Engineering, Environmental, SRM, Military, A/E, O&M Services/Supplies Looking for: Subcontractor, Mentor-Protégé, Small Business Partners, Environmental Bench Strength
Interview Times	Session 1	
	Session 2	
	Session 3	
	Session 4	
	Session 5	
PBS&J	**Bud Brown**	Specialty: Full service A/E firm, Prime Contractor Construction Services Looking for: Subcontractor, Mentor-Protégé, Service-Disable Veteran, Mech/Elec/Plumb SB
Interview Times	Session 1	
	Session 2	
	Session 3	
	Session 4	
	Session 5	
SAIC	**Vernon Reid**	Specialty: Full service A/E firm, R&D Programs, Chem/Bio/Rad/Nuclear Services, GIS, Environ Looking for: In-House Construction for Integrated Design/Build, Environmental
Interview Times	Session 1	
	Session 2	
	Session 3	
	Session 4	
	Session 5	

2008 Small Business Symposium Matchmaking Session

Large Business/Government Representative Interview Availability

PLEASE SIGN ON 5 SPACES ONLY

Company	Point of Contact	Company Interests:
Shaw Engineers	**Kenneth Hadash**	Specialty: Full service A/E firm, Military, Civil, Environmental, O&M, Construction-Prime Looking for: Subcontracting, Teaming Arrangements in various categories
Interview Times	Session 1	
	Session 2	
	Session 3	
	Session 4	
	Session 5	
Siemens Energy and Automation	**John Mullikin**	Specialty: Electrical Equipment for Power, Military, Civil, Environmental, Construction-Prime Looking for: Prime/Sub, Joint Venture, Teaming Arrangements, A/E Services, Field
Interview Times	Session 1	
	Session 2	
	Session 3	
	Session 4	
	Session 5	
TestAmerica	**Tom Gilroy**	Specialty: Analytical Testing, Explosives, Air, Water, Soils, Asbestos, Contaminants Testing Looking for: Prime/Sub, Joint Venture, Teaming Arrangements
Interview Times	Session 1	
	Session 2	
	Session 3	
	Session 4	
	Session 5	
Weston Solutions	**Bill Pearson**	Specialty: Solve problems related to environmental and redevelopment, Military, A/E Services, Construction Looking for: Prime/Sub, Teaming Arrangements
Interview Times	Session 1	
	Session 2	
	Session 3	
	Session 4	
	Session 5	
USACE, Little Rock District	**Shirley Bruce**	Specialty: Project Management, Civil, Military, Environmental Looking for: Prime/Subcontractors, Teaming Arrangements, A/E Services, O&M Construction
Deputy for Small Business	Session 1	
	Session 2	
Interview Times	Session 3	
	Session 4	
	Session 5	

2008 Small Business Symposium Matchmaking Session

Large Business/Government Representative Interview Availability

PLEASE SIGN ON 5 SPACES ONLY

Company	Point of Contact	Company Interests:
USACE, Little Rock District	**Arthur Brown**	Specialty: Project Management, Civil, Military, Environmental Looking for: Prime/Subcontractors, Teaming Arrangements, A/E Services, O&M Construction
Deputy Chief, Contracting Office	Session 1	
	Session 2	
Interview Times	Session 3	
	Session 4	
	Session 5	
USACE, Tulsa District	**Col Anthony Funkhouser**	Specialty: Project Management, Civil, Military, Environmental Looking for: Prime/Subcontractors, Teaming Arrangements, A/E Services, O&M Construction
District Commander	Session 1	
	Session 2	
Interview Times	Session 3	
	Session 4	
	Session 5	
USACE, Tulsa District	**LtCol Bernie Thomson**	Specialty: Project Management, Civil, Military, Environmental Looking for: Prime/Subcontractors, Teaming Arrangements, A/E Services, O&M Construction
Deputy District Commander	Session 1	
	Session 2	
Interview Times	Session 3	
	Session 4	
	Session 5	
USACE, Tulsa District	**Clif Warren**	Specialty: Project Management, Civil, Military, Environmental Looking for: Prime/Subcontractors, Teaming Arrangements, A/E Services, O&M Construction
Chief, Engineering and Construction	Session 1	
	Session 2	
Interview Times	Session 3	
	Session 4	
	Session 5	
USACE, Tulsa District	**John Roberts**	Specialty: Project Management, Civil, Military, Environmental Looking for: Prime/Subcontractors, Teaming Arrangements, A/E Services, O&M Construction
Deputy District Engineer, Pgms/PM	Session 1	
	Session 2	
Interview Times	Session 3	
	Session 4	
	Session 5	

2008 Small Business Symposium Matchmaking Session

Large Business/Government Representative Interview Availability

PLEASE SIGN ON 5 SPACES ONLY

Company	Point of Contact	Company Interests:
USACE, Tulsa District	**Yolane Hartsfield**	Specialty: Project Management, Civil, Military, Environmental Looking for: Prime/Subcontractors, Teaming Arrangements, A/E Services, O&M Construction
Deputy for Small Business	Session 1	
	Session 2	
Interview Times	Session 3	
	Session 4	
	Session 5	
USACE, Tulsa District	**Cynthia Kitchens**	Specialty: Project Management, Civil, Military, Environmental Looking for: Prime/Subcontractors, Teaming Arrangements, A/E Services, O&M Construction
Project Manager	Session 1	
	Session 2	
Interview Times	Session 3	
	Session 4	
	Session 5	
USACE, Tulsa District	**Patrick Beard**	Specialty: Project Management, Civil, Military, Environmental Looking for: Prime/Subcontractors, Teaming Arrangements, A/E Services, O&M Construction
Project Manager	Session 1	
	Session 2	
Interview Times	Session 3	
	Session 4	
	Session 5	
USACE, Tulsa District	**Dan Birnbaum**	Specialty: Project Management, Civil, Military, Environmental Looking for: Prime/Subcontractors, Teaming Arrangements, A/E Services, O&M Construction
Project Manager	Session 1	
	Session 2	
Interview Times	Session 3	
	Session 4	
	Session 5	
USACE, Tulsa District	**Rick Hedrick**	Specialty: Project Management, Civil, Military, Environmental Looking for: Prime/Subcontractors, Teaming Arrangements, A/E Services, O&M Construction
Chief, Contracting Office	Session 1	
	Session 2	
Interview Times	Session 3	
	Session 4	
	Session 5	

2008 Small Business Symposium Matchmaking Session

Large Business/Government Representative Interview Availability

PLEASE SIGN ON 5 SPACES ONLY

Company	Point of Contact	Company Interests:
USACE, Tulsa District	**Dawn Rice**	Specialty: Project Management, Civil, Military, Environmental Looking for: Prime/Subcontractors, Teaming Arrangements, A/E Services, O&M Construction
Technical Manager	Session 1	
	Session 2	
Interview Times	Session 3	
	Session 4	
	Session 5	

SOCIETY OF AMERICAN MILITARY ENGINEERS

PARTNERING TOWARDS GREATNESS

Match-Making Session

We have developed a fun and interactive event, similar to "speed dating."
The one-on-one sessions will begin at 2:00 pm and end at 3:00 pm.
Sessions will have 10-minute durations, with a total of five sessions. Time is available to change places.

NOTE: You must register in advance to participate

Company Name	
Business Size	
City and State	
Point of Contact/Position	
Phone Number	
Services or Supplies Your Company Provides	

Identify your categories/work specialties:

- ☐ Military Construction
- ☐ Civil Works Construction
- ☐ Architect – Engineering Services
- ☐ Environmental Services
- ☐ Operation and Maintenance Services and Supplies
- ☐ General Construction

Seeking a match in the following:

Private Industry:

- ☐ Prime Contractor
- ☐ Subcontractor
- ☐ Mentor-Protégé
- ☐ Joint Ventures
- ☐ Teaming Arrangements

Government:

- ☐ Contracting Officer
- ☐ District Commander or Representative
- ☐ District Deputy for Small Business Representative

What are your needs or capabilities from a prime or subcontractor perspective?

** You will have 10 minutes to interact, network, mentor, or market in your designated field expertise, or business type. If you find a match, exchange business cards. If not, graciously thank the parties for their time and rotate to the next session when the bell rings. **

Society of American Military Engineers
Tulsa/Little Rock Districts, US Army Corps of Engineers
USACE Future Work & Industry Partnering Symposium
April 8-10, 2008
Renaissance Tulsa Hotel & Convention Center
Tulsa, OK

POST EVENT REGISTRATION PROCESS

SAMEHQ encourages Posts that conduct events to open RegOnline Accounts with Credit Card Processing Systems attached.

RegOnline enables Post to conduct multiple events over the year without having to contact HQ and wait for the registration portal to be available.

All RegOnline accounts should be open through SAMEHQ to ensure that the Post is falling under the SAMEHQ parent account. This will enable the SAME staff to assist the Post to the highest level. It will also ensure the Post to have the same account representative as SAMEHQ.

RegOnline is a very reasonable priced system giving the Post the ability to select from several payment options.

Pricing options
$150 per event, $3.50 per registrant(Best for events over 120 registrants)
$0.00 per event, $4.75 per registrant(Best for events under 120 registrants)

RegOnline can offer online credit card processing for a low reasonable price to the Post.

First Data services by Cardservice Int.: Karen Guerriero or Pat Rahn
Business phone: 847-426-5978 or 847-426-9126
Fax: 847-426-1582
Email: regonline@csi-cco.com

Cost:
$0 set up$20 per month
5% for Visa & MasterCard – funds from Visa & MasterCard are deposited directly into your bank account daily
6% for AMEX, Diner's Club & Discover – funds from these cards are collected by RegOnline. RegOnline will send a check to you each month for the prior month's transactions less any money owed to us; checks are mailed the 10th of each month.

Other:
Application required.
Allow 1 week for approval and setup after receipt of application.

STEPS TO OPENING A REGISTRATION ACCOUNT

1. Contact SAMEHQ Meeting and Conference Manager
2. SAMEHQ POC will Register an account under SAMEHQ parent Account
3. SAMEHQ will send Post information on setting up credit card processing portion
4. Post will contact First Data to set up credit card processing account - Be sure to request open and closed option when forming contract – Know how many events you will us this for daily and negotiate to only have the months when account is in use be charged to the Post
5. First Data will open credit card processing within one week of completed contract

6. Post can operate registration system – Suggest taking RegOnline interactive online training
7. Contact RegOnline POC if you need help and assistance or SAMEHQ POC

RegOnline Registration System
Quick Facts Training Supplement

I need to make a substitution.

1. Log into the system – make sure you are in your event
2. Under the functions tab – located find an attendee – *note by using the asterisk when performing a search it will do a universal check for that name – for example to find Diane Schreiber search the last name schre**
3. Click on the blue confirmation number to access personal information
4. Choose the edit button located in the upper right hand corner
5. Edit appropriate information
6. Click close and Save

I need to pay for my registration via credit card when I choose check.

1. Log into the system – make sure you are in your event
2. Under the functions tab – located find an attendee – *note by using the asterisk when performing a search it will do a universal check for that name – for example to find Diane Schreiber search the last name schre**
3. Click on the blue confirmation number to access personal information
4. Choose the TRANSACTION (green dollar sign) located on the left side
5. Choose NEW TRANSACTION – located in the right corner of the transaction screen
6. Select payment type
    a. Paying by credit card – choose online credit card transaction
    b. Paying by check – choose manual transaction
7. Follow prompts on the screen
8. Save and Close

I need to add a ticket to my registration.

1. Log into the system – make sure you are in your event
2. Under the functions tab – located find an attendee – *note by using the asterisk when performing a search it will do a universal check for that name – for example to find Diane Schreiber search the last name schre**
3. Click on the blue confirmation number to access personal information
4. Click on AGENDA ITEMS located on the left hand side
5. Choose EDIT located in the right corner of agenda items
6. Browse through screen until you find the appropriate agenda item
7. Select the item
8. Save and Close

I need to process a refund – single event or tickets.

1. Log into the system – make sure you are in your event
2. Under the functions tab – located find an attendee – *note by using the asterisk when performing a search it will do a universal check for that name – for example to find Diane Schreiber search the last name schre**
3. Click on the blue confirmation number to access personal information
4. Click on AGENDA ITEMS located on the left hand side
5. Choose EDIT located in the right corner of agenda items – clear the selection of agenda item – *this will automatically place a credit on the transaction tab*
6. Save and Close
7. Choose Transaction
8. Choose New Transaction
9. Payment Type is Online credit Card Refund – *if the attendee paid by check you will have to issue a Post check back to the attendee – for this instance select the other Refund type this will enable you to balance all transactions*
10. Save and Close

I need to process a refund – Conference Cancellation before deadline

1. Log into the system – make sure you are in your event
2. Under the functions tab – located find an attendee – *note by using the asterisk when performing a search it will do a universal check for that name – for example to find Diane Schreiber search the last name schre**
3. Click on the blue confirmation number to access personal information
4. Click the cancel registration button located at the top of screen – *this will automatically cancel the agenda items selected for the attendee*
5. Choose Transaction
6. Choose New Transaction
7. Select Payment Type – Other Charges and enter in the cancellation fee
8. Save and Close
9. Choose new transaction
10. Payment Type is Online credit Card Refund – *if the attendee paid by check you will have to issue a Post check back to the attendee – for this instance select the other Refund type this will enable you to balance all transactions*
11. Save and Close

I need to cancel a conference registration.

1. Log into the system – make sure you are in your event
2. Under the functions tab – located find an attendee – *note by using the asterisk when performing a search it will do a universal check for that name – for example to find Diane Schreiber search the last name schre**

3. Click on the blue confirmation number to access personal information
4. Click the cancel registration button located at the top of screen

I need charge a credit card that is already in the system.

1. Log into they system – *make sure your event is highlighted in blue*
2. Run the attendee report located under the standard report tab ¾ of the way down the screen
3. Sort the report by balance due by clicking on the balance due column
4. Locate an attendee who has a balance due with the credit card payment type shown in their column – for example:

   8473986 Poole, PE, Jack Poole Fire Protection Industry
   Confirmed Total Charge -$250.00 Balance due -$250.00
   payment type -Credit Card (Amex) 01-Aug-2007 01-Aug-2007
   Attendee
5. Click on the blue confirmation number to access attendee record
6. Choose Transaction
7. Click the "Charge remaining balance" button located at the top of the transaction table – *the charge will automatically run and credit the account*

Registration Information

SOCIETY OF AMERICAN MILITARY ENGINEERS

Tulsa District Post

SAME - Little Rock /Tulsa Future Work & Industry Partnering Symposium

Register Online At: www.??????????????????.com

Future Work & Small Business Symposium*

Tuesday, Wednesday and Thursday, April 8-10, 2008
Renaissance Hotel
6808 S 107th East Ave
(71st Street & Highway 169)
Tulsa, Okla. 74133

Registration Information

Registration for Symposium $175/person
Late Registration (after 3/17/08) $250/person
*Earn up to 4 PDH's through attendance

Symposium Sponsorships

Wednesday Evening Networking Reception ($150 or $300)
Break Sponsor ($500)
Lunch Sponsor ($2500)

Table Top Exhibits ($350)

Includes 8-foot draped table and 2 Chairs.

Sponsorship or Exhibit Questions?

Shannon Hudson (hudsons@contech-cpi.com) or 918.794.8908

Golf Scholarship Tournament

Four Person Scramble
Tuesday April 8, 2008
Cherokee Hills Golf Club
770 S Cherokee St, Catoosa, Okla. 74015

Registration Information

Cost: $75 per person for golf tournament
Registration - 11:00 AM
Shotgun Start - 12:00 PM
Icebreaker after tournament included in registration fee

Support Post activities through sponsorships

Beverage Cart Sponsorship: $500.00
Hole Sponsorship (signage on tee box) - $100.00
Pin Sponsorship (pin flag with company name) - $300.00
Longest Drive Sponsorship - $150.00*
Closest to Pin Sponsorship - $150.00*
*or gift equivalent

All Proceeds go to college scholarships and engineering/ construction summer camps.

Tournament Questions?

Angela Frew ??????????????????????

At-A-Glance

Event	Cost
Symposium Registration	$175/person
Break Sponsor	$500
Lunch Sponsor	$2500
Tabletop Exhibits	$350
Networking Reception Sponsor	$150/$300
Golf Scholarship Tournament	$75/person
Hole Sponsorship	$100/each hole
Longest Drive Sponsorship	$150.00**
Closest to Pin Sponsorship	$150.00**

*one per Symposium attendee
**or gift equivalent

For room reservations participants must contact:
The Renaissance Hotel
918.307.2600 or (toll free) 1-800-264-0165
A limited number of rooms have been reserved at discounted rates through March 5th, 2008.

Corporate Room Rate: $139/night
Government Room Rate: $79/night

For corporate rate, please reference SAME
For government rate, please reference ???

Register Online At: www.??????????????????.com

Society of American Military Engineers (SAME) - Little Rock/Tulsa Districts, US Army Corps of Engineers (USACE)
Future Work & Partnering Symposium

April 3 - 5, 2007

The Peabody Hotel
Little Rock, Arkansas

Tuesday, April 3:

10:00 am-1:00 pm Early Registration for Conference and Sign-up for one-on-one sessions.

Conference Officially Begins

1:00--1:15 Opening Remarks – Lieutenant Colonel Richard Sloop, President, SAME and Colonel Wally Z. Walters, Commander, Little Rock District, Corps of Engineers and Presentation of Colors.

1:15--1:25 Welcome & Comments — Mayor Mark Stodola, City of Little Rock.

1:25--1:45 Corps Update:

- Colonel Walters, Commander, Little Rock District, Corps of Engineers: "Corporate Overview of USACE"
  - Changes in How USACE Does Business!
- Colonel Kurka, Commander, Tulsa District, Corps of Engineers: "Corps News"
  - War on Iraq/Afghanistan!

1:45 – 3:00 **Session #1**: Commanders' Panel Discussion on Army Modularity. During this session, Colonel Walters will facilitate a panel of commanders! Commanders from Little Rock, Tulsa, Ft. Worth, Galveston, Memphis, St. Louis and Kansas City Districts will address workloads, Small Business set-asides, full & open procurements, contract challenges and other upcoming procurements regarding USACE role in the Army's Modularity & Transformation for Fiscal Years 2007 and 2008. This session will serve as an excellent opportunity for attendees to query the commanders on their specific district.

3:00 – 3:30 Networking Break

3:30 – 4:30 **Session #2**: Military Installations' Panel Discussion. A panel of leaders from the Little Rock Air Force Base, Pine Bluff Arsenal, 90th Regional Readiness Command (USAR), and Camp Robinson (AR National Guard). This session will spotlight the upcoming non-Corps workload for the various military installations in the state of Arkansas. Presentations may include projects that will focus on construction, design (A-E), supplies and services procurements.

4:30 – 4:45 Wrap up and Instructions.

6:00 – 7:00 Networking Reception (Attire--Casual Dress)

Wednesday, April 4:

Morning Sessions Moderator – SAME Arkansas Razorback Post President, LtCol. Sloop

7:00 – 4:00	Exhibits (all day)
7:00 – 8:00 am	Continental Breakfast
8:00 – 9:00	**Session #3**: – Speaker: Congressman Vic Snyder (Scheduled). U.S Representative Snyder was recently named Chairman of the House Armed Services Subcommittee on Military Personnel Policy. He is also a member of the newly-reinstated House Armed Services Committee (HASC) Oversight and Investigations Subcommittee.
9:00 – 9:15	Networking Break
9:15 – 10:00 am	**Session #4** (Concurrent Sessions): These sessions will allow a more intimate discussion of the current and upcoming workload of the various Corps districts. These sessions will present a detailed breakdown of procurements, requirements and special needs of the workload. Having smaller groups will permit attendees to query the presenters. **Session 4A:** Little Rock and Tulsa Districts' Workload. **Session 4B:** Kansas City, St. Louis and Memphis Districts' Workload. **Session 4C:** Galveston and Ft. Worth Districts' Workload.
10:00 – 10:15	Networking Break
10:15 – 11:15	**Session #5** (Concurrent Sessions). **Session 5A:** Little Rock and Tulsa Districts' Workload (a repeat of Session 4A). **Session 5B:** Speaker – **Ms. Linda Nelson**, Arkansas District Director of SBA and her staff will provide information and assist to all businesses (large or small). This presentation focuses on what is need in your *Small Business Tool Bag:* Learn the benefits and features of programs designed to give small businesses "a level playing field". Long-term financing, federal contracting assistance, management and technical assistance -- all critical factors to the growth and success of a small business -- are available through SBA and its resource partners. Did you know small businesses have an Advocate whose job it is to advocate for fair and logical implementation of federal regulations without unduly impacting small businesses? Find out about this "free" service and how it can impact your business. SBA can assist businesses wanting to do business with the Federal Government. **Session 5C:** Speaker – Corps Representative (TBD) will discuss USACE trends such as changes in FY08 related to LEED, standardized design, and new procurement methods; new acquisition strategies such as Integrated D-B-B and Modified D-B; and new business processes such as CPAR (new performance evaluation system) and PKI (new security registration system).
11:15 – 11:30	Assemble for Luncheon

Luncheon Agenda (11:30 – 1:00)

11:30	Serving of Lunch
11:35	Invocation ……..… Ms. Sandra Easter
12:00	Introduction of Speaker…….. Colonel Wally Walters
12:05	Luncheon Speaker……. Governor Mike Beebe

*Governor Mike Beebe is the newly elected governor of the state of Arkansas. He was officially sworn into office on January X, 2007. Prior to becoming the XXth governor of the state, he served as the……
will provide an overall view of the actions and planned developments for the State of Arkansas. Be prepared for an educational, informative and entertaining speech for all attendees—Arkansans or not.*

12:30	Presentation to Speaker…… Colonel Wally Walters
12:35	Special Presentations……Lt. Colonel Donald Balch
12:45	Luncheon Ends

Afternoon Sessions Moderator – SAME Tulsa Post President

1:00 – 2:00 **Session #6** (Concurrent Sessions)

Session 6A: TBD.
Session 6B: Kansas City, St Louis and Memphis Districts' Workload (a repeat of Session 4B).
Session 6C: Speaker—**Ms. Sue Coates**, Director of the Arkansas Procurement Assistance Center (APAC). Ms. Coates' presentation will address "Marketing with the Public (and Government) Agencies" and "Teaming with the Big Guys". She will provide numerous websites, techniques and methodologies on how to increase your firm's probabilities of doing business with the noted agencies.

2:00 – 2:15 Break

2:15 – 3:15 **Session #7** (Concurrent Sessions)

Session 7A: "How To's for New Contractors" by speaker **Ms. Sue Coates**. This session is targeted for the 'rookie' contractor. This session should prove very helpful and provide valuable insight for the new contractor who is wanting to know -- How to get started. This is your basic 101 Contractor training session. No question is too elementary. This is symposium's way of ensuring that new contractors will leave with the right points of contacts and the proper understanding of what is required in the initial steps of obtaining contracts for projects procured with the Government, public or private industry.
Session 7B: "Design-Build" Presenters from Hensel Phelps and Carter & Burgess. This session will provide all of the perspectives of design build from both a construction firm and a design firm. The presenters will furnish lessons learned, partnering do's and don'ts, what to look for in a project, and what to avoid in preparing for design build projects.
Session 7C: Galveston and Ft. Worth Districts' Workload (a repeat of Session 4C).

3:15 – 3:30 Break

3:30 – 4:30 **Session #8** Speaker: **Mr. Anthony Bell** (Scheduled). Mr. Bell is the newly selected Director of the Small Business Office, USACE. Mr. Bell presentation will provide an overview of the direction of the Corps' Small business targets (goals) for fiscal year (FY) 2007 and its small business accomplishments in FY06 and previous fiscal years. Presentation may address the Corps' goals, challenges and accomplishments of the Army Modularity and Transformation. As the new director of USACE's Small Business Office, Mr. Bell will outline his plan of action for FY07.

4:30 – 4:35 Wrap up and Instructions

5:00 -- 8:00 *Evening Event– Clinton's Presidential Library Tour and Dinner*

4:45 – 7:00 Tour of Clinton Library.
6:55 Transportation to Library for those not touring.
7:00 Dinner Begins.
7:30 – 8:00 Dinner Speaker: Mr. Walt Coleman, Humorist.

Thursday, April 5:

7:00 – 8:00	Networking in Exhibit Area and Continental Breakfast
8:00 – 8:15	Colonel Walters, Little Rock District Commander: Administrative Remarks and Introduction of Division Commanders.
8:15 – 9:15	**Session #9** Speakers: Brigadier General Crear, Commander, Mississippi Valley Division, MVD and Brigadier General Dorko, Commander, Southwestern Division, SWD. Attendees will obtain a regional view from these two division commanders. Their visions and focus will cascade into their subordinate districts. Attendees will get the 'big picture' of two divisions and eight districts. After the division commanders have had their say, they want to hear from the attendees. Thus, this session will serve as an opportunity for attendees to ask questions, make suggestions and provide comments.
9:15 – 9:30	Break
9:30 –11:00	Networking/Matching Session: (Concurrent one-on-one 15-minute Sessions). **This session is a must for all attendees**. At the onset of the conference, each Attendee may fill out a questionnaire form that addresses his/her contracting needs or capabilities from a prime or subcontractor perspective. The questionnaire will assist each attendee in signing up for the various one-on-one 15-minute sessions with any of the seven Districts' Commanders, Chiefs of Contracting and Deputies for Small Business from the Corps of Engineers; any of the large businesses recruiting for a particular subcontractor with specific qualifications and skills; or any of the small businesses recruiting for a mentor or subcontractor. Each attendee will have the opportunity to engage in up to five 15-minute one-on-one sessions with other businesses (large and/or small), Corps representatives (including Chiefs of Contracting, Deputies for Small Business, and District Commanders of seven Corps Districts), and representatives from other Federal agencies (including SBA and APAC). The topics of discussion are endless, including but not limited to--subcontracting, partnering, prime, joint venture and mentoring opportunities. This is your 15-minute infomercial opportunity of a life time. These match-making sessions have proven successful at numerous events, conferences and symposiums. (Note: If a firm has multiple attendees, each attendee from that firm has the same opportunity as the single attendee from another firm. Thus, we suggest that each attendee should fill out a questionnaire.)
11:00 - 11:30	Closing Remarks by Arkansas and Tulsa SAME Presidents: • Remarks and suggestions for next year's event. • Survey (Evaluation of Conference) -- how did we do? • Topics of discussion for next symposium. • Potential speakers for next symposium.

Conference is Officially Adjourned.

1:30 Shotgun Start SAME Scholarship Golf Tournament (Location: Hindman Park Golf Course). Lunch will be served at 12:00.

Society of American Military Engineers

Tulsa Post

April 14, 2006

Society of American Military Engineers,
Tulsa Post
COL Miroslav Kurka, Post President
1645 South 101st East Avenue
Tulsa, OK 74128

Ms. Judith Blake
U.S. Army Corps of Engineers
441 G Street NW.
Washington, DC 20314-1000

Dear Ms. Blake:

The Society of American Military Engineers, Tulsa Post extends our most sincere thanks for your participation in the Future Work and Small Business Symposium in Tulsa from April 4-6.

Your key note address was beneficial to contractors and Corps team members alike. You provided useful information throughout the conference and were very easy to engage. You were a major contributor to the success of the conference.

We look forward to working with you in the future to increase small business awareness and capability.

Sincerely,

Miroslav P. Kurka
President, Tulsa Post
Society of American Military
Engineers

APPENDIX C

LITTLE ROCK DISTRICT AFTER ACTION REVIEW 2007 SMALL BUSINESS SYMPOSIUM

Society of America Military Engineers
Future Work & Partnering Symposium
Lessons Learned/After Action Report

- **Planning Stage:** One year Out---(Develop a Timeline/Schedule)
    a. Invitees List – establish an extensive list and track RSVPs
    b. Speakers – send invitation letters six months prior to event.
    c. Hotels – Initiate contract with primary and secondary hotels one-year prior to event. Sign contract(s) nine months out.
    d. Coordination Board – Initiate meeting one-year prior to event; meet monthly for the first six months; for the next four months, meet bi-monthly for months; for the last two months, meet weekly.
    e. Develop an itemized task list. Appoint team leaders for each tasker and a completion date for the major milestones within each tasker.
    f. Develop Action Matrix to determine the major taskers and establish a point of contact or team leader for each major tasker.
    g. Establish a timeline with major functions and activities.
    h. Prepare the draft outline of the program.

- **Conference Theme:**
    a. Select a Conference Theme and ensure theme is provided to all potential and invited speakers, panelists, and hosts.
    b. Layout an overall conference plan of action, including milestones and completion dates.
    c. Send out announcement flyers six months prior to conference and announcing the primary focuses of the conference.

- **Conference Center Location/Hotel/Conference Rooms/Equipment Leasing:**
    a. Start hotel procurement at least one year prior to conference.
    b. Select a hotel within walking district of multiple tourist activities.
    c. Develop conference rates based on ranges for a set number of proposed Conference Attendees. (Example of ranges for Conference Attendees:
        i. Up to 100 Conference Attendees – $X/day ;
        ii. From 100 to 150 Conference Attendees – $Y/day; and
        iii. 150 or more Conference Attendees – $Z/day.

        The more attendees, the less the daily rate or cost for the conference.
    d. Lock in reservation of Main Conference room and breakout rooms/areas.
    e. Meet with Caterer to plan menu and costs for all lunches, dinners, social events and breaks (both mornings and afternoons).

- **Registration**
    a. Pre-determine if SAME Members get a reduced registration fee. (No freebies, except for guest/special speakers.)
    b. Set a registration fee and a late registration fee. admission price

- **Program/Agenda**
  a. Brainstorm and develop a list of outstanding speakers and current topics.
  b. Utilize the Surveys from the previous symposium to determine what and who attendees liked and didn't like.
  c. Select off-site events for 'after-hours' and obtain write-up of the facilities.
  d. Set up template for draft of program.
  e. Start developing graphics for program and major after-hour events.

- **Speaker coordination**
  a. Establish ground rules upfront (such as do they pay for conference registration or not).
  b. Draft invitation and confirmation letters in advance, get on speakers' calendar/schedules, contact the proper POC for the speaker, provide talking points or bullets for special or guest speakers, etc.
  c. Set a price limits for gifts/plaques for guest or special speakers, session speakers and panelists.
  d. Have a back-up speaker for each speaker. (To minimize last minute stress factors, have a back-up speaker for your back-up speaker.) ☺

- **MC/Presiding Personnel**
  a. Ensure that the MC has 'conference' skills (how to change program layout at a moment notice, is politically aware, has a true understanding of the Corps and contractor communities, is uplifting and energetic, etc.)—Ms. Jennifer Fogg was an excellent MC!
  b. Use this person to 'add' and ensure diversity for the overall conference.

- **Golf Tournament**
  a. Have the tournament the day before the conference.
  b. Offer a 'discount' for the Conference if attendee participates in the golf tournament.
  c. Encourage sponsorship for the golf tournament.

- **Speaker Gifts**
  a. Use Fox promotion products (email address: foxpromoproducts@aol.com) for pens, plaques, etc. Their prices are excellent (translation---low).
  b. The complimentary services of the printing shop at the LRAFB were a big cost saver for the 10 plaques presented to the Guest Speakers.
  c. Other gift ideas include---books, desk calendars, desk pens, free or reduced SAME membership, etc.

- **Conference Registration:**
  a. Compose attendee's registration packets – bag, portfolio, areas of interest, etc.
  b. Lesson Learned—need to have the capability of online registration.
  c. To encourage early registration (and discourage late registration), have a significantly lower fee for early registration.
  d. Know that you will still have potential attendees registering up to the final day of the conference.

- **Sponsors and their Recognition**
  a. Post sponsorship signage.
  b. Properly promote sponsorships at the breaks and dinners.
  c. Through sponsorships, more than $20,000 was received and utilized to offset the costs of the conference.

- **Budget**
  a. Estimate a cost for each major tasker and 'encourage' each team leader of tasker to stay within the monetary limit of his/her tasker.
  b. Big ticket items include costs for: minimum guarantee for block of hotel rooms, hotel conference and breakout rooms, caterers (including continental breakfast, snacks and beverage breaks (including both morning & afternoon breaks), speakers' plaques and awards, exhibit charges and registration packets. Note: Audio-Visual set-up and availabilities may be a separate charge.
  c. Estimate a monetary amount for miscellaneous and unknowns.
  d. Include a contingency for overall budget (approx. 10% -15% of overall budget).

- **Scholarship**
  a. All proceeds are allocated for the local SAME scholarship fund.
  b. Ask hotel management to sponsor/contribute a certain percent or lump sum amount to the scholarship. (The Peabody Hotel sponsored a $2,500 scholarship.)
  c. 2007 Symposium generated a total monetary amount of $10,000 for the SAME Symposium scholarship funds.

- **Membership Drive**
  a. Have a site at conference.
  b. Obtain applications from SAME website or SAME headquarters.
  c. Use as door prizes during conference.

- **SAME Headquarters involvement**
  a. HQ SAME provided name tags, speakers' ribbons, legal documents for caters and hotel.
  b. HQ SAME provided the Membership applications.

- **Advertising in advance of conference**
  a. Utilize the attendees' list from previous conferences as a starting point.
  b. Draft a Press Release a month prior to the conference.
  c. Make announcements at meetings of local technical and professional organizations.
  d. Utilize SAME, Magazines, local media, etc.

- **Networking/Match-Making Session**
  a. Include match-making forms as an attachment with the registration packet.
  b. Allow only a short period of time (say, 15 minutes) for each individual session. This will maximize *essential* communication during the individual networking sessions.
  c. Have the session prior to the last day of conference.
  d. Keep it simple, fun and effective.

- **Benefit of Conference**
  a. Excellent opportunity to partner with fellow agencies, A-E firms and construction firms.
  b. Serves as an awesome one-time effort to get the word out to the contracting communities.
  c. Allows Small Businesses and Large Businesses to network.
  d. Permits the sister Corps District to join forces and present a united front to the contracting firms.
  e. Provides contractors an opportunity at a reasonable cost to network and male inquiries, and approach various leadership within the Corps and local military installations, fellow contractors, political dignitaries and representatives from other local federal agencies.

- **Future Session (from the Survey Comments)**
  a. For newcomers, a handout with definitions and acronyms
  b. Announced earlier, Schedule in concert with DOD Regional Council for Small Business, Work Closer with your local PTAC
  c. Have an evaluation Team (Proposal Bids) that elaborate on review process
  d. Conference should be 2 days, not 3.
  e. More on San Antonio and Fort Bliss
  f. Each District "interprets" the SF330 a little differently; I would like to hear from members of selection committees on what they expect from A/Es on a SF330
  g. Use larger print for names and company info on nametags.
  h. Please provide more or additional focus on mid-size businesses that do not qualify for small business or disadvantaged business status.
  i. Contact the FW and Dallas Posts and your turnout will be much better.
  j. Include projects for environmental efforts.
  k. Matchmaking sessions went great. A little more time should be allocated next year. Do Match Making First (no last).

- **Attendees Comments (from 2007 Conference Survey):**
  a. Congrats to all who planned and carried out this symposium- special thanks to Jennifer Fogg
  b. Good Networking Sessions
  c. Nicely Done
  d. Outstanding Conference
  e. Great job in inviting lots of folks from the government
  f. Networking (earlier would allow for follow-up) sessions were a little confusing & hectic; the breakdown time for the booths was also hectic, due to the late notice, many vendors missed the majority of the 1st session on Thursday morning.
  g. Great job! I really like the smaller conference format suggest more advertising or offer discount to folks who bring 2 or more people from other companies, I'll be back!, Get Districts to Stay (Fort Worth)
  h. Excellent symposium I am upbeat about the prospects fostered here.
  i. Great!
  j. It was not clear that we could ask for specific Folks on the match-making.
  k. The facilities were nice, but too much travel to each room, coffee needed to be more available in the morning.
  l. At the break out sessions (1st FW/GAL/NO) – no one showed to present/late –Galveston No handouts or slides of future/potential work. Put evaluation forms in packets – good location for event, Agree w/ Shirley Bruce-the room should have been full of primes and small business. Tulsa and AR SAME folks are great hosts.
  m. Really liked the speed dating, suggest earlier in the symposium.

APPENDIX D

SAMPLE CONFERENCE PROGRAMS

The Society of SAME American Military Engineers

Future Work & Small Business Symposium

April 4-6, 2006
Tulsa, OK

Hosted by

Tulsa Post & Arkansas Post

AMERICAN MILITARY ENGINEERS

Dear Symposium Participants:

On behalf of the Tulsa and Arkansas Posts of the Society of American Military Engineers we want to welcome all attendees to the 2006 Tulsa/Little Rock Future Work and Small Business Symposium. The Tulsa Post is very pleased to host this important event and we hope you enjoy your stay in Tulsa and at the Tulsa Renaissance Hotel. Given that you are attending the symposium you are already aware of the excellent program that has been laid out for you.

We are especially pleased to have the opportunity to make this the first of many Small Business Networking and Symposiums in this region. We hope that all conference events meet your expectations and that your time in Tulsa is both informative and enjoyable.

While you are attending the conference make sure you visit the Exhibitors at the conference. It is their personal and financial participation that makes an event like this possible.

Again, welcome to Tulsa and the Renaissance Hotel. If there is anything that we can do to make your stay with us more productive or enjoyable, please do not hesitate to ask.

Welcome to the Conference!

Donna Weinkauf
SAME Texoma Region
Vice President

Loretta Turner
2006 Tulsa Post Programs
Symposium Co-Chair

Andy Cueto
2006 Tulsa Post
Small Business Liaison
Symposium Co-Chair

Program Agenda

SAME - Tulsa / Little Rock
Future Work & Small Business Symposium
April 4 -6, 2006
Renaissance Hotel
Tulsa, Oklahoma

Tuesday, April 4:

1100	Early Registration for Conference Begins
1200	Shotgun Start Scholarship Golf Tournament
1630	Networking Dinner and Golf Awards

Wednesday, April 5:

0730 **Registration & Networking in Exhibit Area and Continental Breakfast**

Morning Session Moderator – COL Kurka, Tulsa Post SAME President

0830 **Opening Remarks & Welcome – *COL Kurka***

- Presentation of Colors - *Will Rogers High School ROTC*
- Invocation – *John Roberts, Tulsa Post Past President*

0835 **Colonel Kurka: "Corporate Overview of USACE"**

0845 **Colonel Walters: "USACE Accomplishments"**

900 **MILCON Transformation**
Brian Giacomozzi, USACE, Southwestern Division
Clif Warren, USACE, Tulsa District
Kevin Weber, USACE, Tulsa District
Craig Pierce, USACE, Little Rock District

1000-1030 **Networking Break**

1030 **Lessons Learned on Design-Build**
Steve Harmon – USACE, Tulsa District
Rick Hedrick – USACE, Tulsa District
Dan Johnson – USACE, Tulsa District

1115 **MILCON Contracting Opportunities**
Rick Hedrick - USACE, Tulsa District
Sandra Easter – USACE, Little Rock District

1200 **LUNCH**
District Commanders Panel
Colonel Miroslav Kurka - Tulsa District
Mr. David Combs – Kansas City District
Mr. Mike Mocek – Fort Worth District
Colonel Walters – Little Rock District

Afternoon Sessions Moderator – Dianne Priddy Little Rock Post Vice President

1330 **Civil Works and Environmental Opportunities**
Craig Pierce – USACE Little Rock District
Steve Nolen – USACE Tulsa District
Kevin DaVee – USACE Tulsa District

1400 **Submitting Winning Best Value Proposals**
Facilitator: Sandra Easter – USACE, Little Rock District

1515 - 1545 **Networking Break**
Sponsored by ***Weston Solutions, Inc.***

1545 **Developing Competitive Cost Proposals**

1630 **Closing Remarks and Instructions**

1715-1830 **Networking Reception**

Evening – On your own.

Thursday, April 6:

0730 **Networking in Exhibit Area and Continental Breakfast**

0800 **Morning Instructions – *COL Kurka***

0815 ***Judith Blake***
Chief, Small Business Office
HQUSACE

0900 **Match-Making Sessions**

1100 **Closing Remarks - *COL Kurka & COL Walters***

1130 **Close out of Conference.**

THANK YOU FOR ATTENDING THE SAME
Tulsa / Little Rock
Future Work & Small Business Symposium

COLONEL MIROSLAV P. KURKA

District Commander, Tulsa District
U. S. Army Corps of Engineers

Colonel Miroslav P. Kurka, Commander of the Tulsa District, U.S. Army Corps of Engineers, is responsible for providing leadership and direction to the 650 member district staff for a $350 million civil and military works program. The civil works program includes improving navigation, reducing flood damages, restoring and protecting the environment, regulating activities in waterways and wetlands, and overseeing emergency and disaster response missions for the entire state of Oklahoma, the southern portion of Kansas and the northern portion of Texas. The Tulsa District military construction responsibilities are for the Army and Air Force in Oklahoma and northern Texas, and a federal hazardous, toxic and radioactive waste (HTRW) cleanup mission extending throughout the Southwestern Division.

Colonel Miroslav Kurka is a native of Chicago, Illinois. He was commissioned a Second Lieutenant in the United States Army Corps of Engineers in 1980 from the United States Military Academy at West Point with a Bachelor of Science degree. He holds a Master of Science degree in Administration from Central Michigan University and a Master of Science degree in National Resource Strategy from the Industrial College of the Armed Forces. His military schooling includes the United States Army Engineer Officer Basic and Advanced Courses, the Combined Arms and Staff Services School, the Command and General Staff College, and the Industrial College of the Armed Forces.

Colonel Kurka's tactical assignments include service as: Platoon Leader, Company Executive Officer and Plans Officer in the 20th Engineer Brigade at Fort Bragg, North Carolina; Battalion Logistics Officer, Adjutant, and Company Commander in the 9th Engineer Battalion (Corps)(Combat) in Aschaffenburg, Germany; and Assistant Division Engineer and Operations Officer at Fort Riley, Kansas. His staff assignments include: Assistant Professor of Military Science at Seattle University; Combat Arms Division Chief at Readiness Group Sheridan; Chief of Force Protection for U.S. Army, Europe in Heidelberg, Germany; and Chief of Staff of the U.S. Army Objective Force Task Force in Arlington, Virginia. Colonel Kurka also commanded the 565th Engineer Battalion (Provisional) in Hanau, Germany and the 1st Engineer Battalion (Combat)(Mechanized) at Fort Riley, Kansas.

Colonel Kurka’s awards include the Meritorious Service Medal with six oak leaf clusters, the Army Commendation Medal with one oak leaf cluster, the Army Achievement Medal with one oak leaf cluster, the Global War on Terrorism Service Medal, the Humanitarian Service Medal, the Army Staff Identification Badge and the Parachutist Badge.

10 March 2006

Colonel Wally Z. Walters

District Engineer and Commander,
Little Rock District, US Army Corps of Engineers

Colonel Wally Z. Walters assumed duties as District Engineer and Commander, Little Rock District, US Army Corps of Engineers on 23 July 2004. The Little Rock District is responsible for over $150 Million in annual programs in civil works, military construction, environmental stewardship, emergency management, and engineering work in support of other government organizations, throughout Arkansas and southern Missouri. The District has a staff of over 700 government employees. The District supervises the Arkansas River and other waterways, including 12 locks and dams, seven powerplants producing electricity for 500,000 people, and over a half million acres of lakes and recreational areas.

A distinguished graduate of the US Military Academy at West Point, Colonel Walters has served as a US Army Officer for over twenty-four years, in the Infantry, in the Corps of Engineers, and as a Foreign Area Officer for Russia and Eastern Europe. After receiving his Infantry commission, he was a heavy weapons platoon leader in Korea and duty officer-in-charge of operations in the US sector of the Demilitarized Zone. Afterwards, in Washington, DC, he served as a platoon leader, company executive officer, and staff officer in the 3rd US Infantry (The Old Guard), the Army's ceremonial and Presidential support unit. Following transfer to the Corps of Engineers, Colonel Walters served as an instructor, as a company commander, and in various battalion, brigade and division staff officer positions in Virginia, Washington State, and Hawaii. As a Foreign Area Officer, Colonel Walters has served in Europe, taught international politics at West Point, and has been a joint strategist, and primary speechwriter for the Commander-in-Chief, US Pacific Command.

In the late 1990s, Colonel Walters commanded the US Army's Corps of Engineers Honolulu District, responsible for over 400 personnel supervising $250 million dollars in annual civil, military and environmental construction and regulation. Subsequently, Colonel Walters served as the Inspector General, 25th Infantry Division (Light) and US Army Hawaii, responsible for the welfare of over 17,000 soldiers. Colonel Walters then served as the US Defense and Army Attaché to Bosnia and Herzegovina, where he led discovery and investigation of a multi-billion dollar illegal arms trafficking network involving Iraq, and negotiated a comprehensive international and domestic agreement to unify the separate armies of Bosnia, setting the stage for lasting peace and future withdrawal of peacekeeping troops. During 2003-2004 Colonel Walters worked in the Army's acquisition community, responsible for the operational testing of all US Army Engineer, Chemical, Military Police, Transportation, Ordnance, and Quartermaster systems.

Colonel Walters holds several graduate degrees and has completed extensive military education. He has a Master of Arts degree in International Relations from The George Washington University, a Master of Military Studies degree from the Marine Corps University, a Master of Strategic Studies degree from the US Army War College and a Master of Philosophy degree in Political Science from Columbia University. Colonel Walters is also a graduate of the Armed Forces Staff College, the US Army Command and General Staff College, the US Army Russian Institute, and the Defense Language Institute (Russian). Colonel Walters is a designated Joint Specialty Officer.

Colonel Walters' awards and qualifications include the State Department's Superior Honor Award, the Defense Meritorious Service Medal with oak leaf cluster, the Army Meritorious Service Medal with three oak leaf clusters, the Army Commendation Medal with two oak leaf clusters, the Expert Infantryman Badge, the Ranger Tab, and the Airborne and Air Assault Badges.

Colonel Walters has traveled or worked in over sixty countries. His hobbies include running, SCUBA diving, and support of youth soccer. Colonel Walters is a commercial rated single and multi-engine pilot, and holds a private pilot glider license.

Colonel Walters is married to Colonel Terry J. Walters, M.D., US Army Medical Corps. She is presently assigned to the Pentagon. They have a sixteen-year-old daughter, Victoria.

Judith W. Blake

Chief of the U.S. Army Corps of Engineers Headquarters,
Office of Small and Disadvantaged Business Utilization

Judith Blake is currently assigned as the Chief of the U.S. Army Corps of Engineers Headquarters, Office of Small and Disadvantaged Business Utilization. The Corps of Engineers is a $13 Billion contracting activity that routinely achieves 40% small business participation at the prime contract level. During the past few months, she has been heavily involved in Hurricane Katrina response and recovery, and she was the senior Small Business official to participate on a DoD team that awarded over $5 Billion in design/build construction contracts that included unique subcontracting requirements for participation of U.S. Small Business and Iraqi entities. Ms. Blake previously served as the Director for Policy and Support, Army Contracting Agency, Assistant Secretary of the Army (Acquisition, Logistics and Technology), OSA (ALT). She is a native of Wyoming, and received her Masters of Business Administration from Georgia State University.

Ms. Blake entered Government Civilian Service in 1986, with prior civilian work experience that included four years as purchasing manager for the west coast regional office of a manufacturing firm. She began her career as a Department of the Army intern assigned to U.S. Army Forces Command, and has extensive experience in contracting. She has served as a Contracting Specialist, Administrator, Cost/Price Analyst, Contracting Officer, Branch Chief and Division Chief from 1986 through 2000, and she also served as Competition Advocate to the Head of Contracting Activity, Commander, U.S. Army Forces Command. Ms. Blake also served with the Deputy Assistant Secretary of the Army (Procurement) in the Acquisition Reform Directorate.

Ms. Blake has managed formal source selections, major service acquisitions, and has served as Source Selection Advisory Council member and Source Selection Authority. In addition to serving as contract specialist or contracting officer, and source selection Advisory Council member for managing Commercial Activities (competitive sourcing) programs, and she supported Iraq Reconstruction activities in conjunction with the Coalition Provisional Authority. She has traveled extensively to conduct Small Business training on alpha contracting, proposal preparation, Section 8(a) training in Oral Presentations. She has conducted Best Value training nationwide and in Europe, as well as Army Acquisition Reform training. She has applied reform principals in numerous high visibility contracts, including Battle Simulation contracts, contingency support to Operation Uphold Democracy in Haiti, the 1996 Olympic Games, and A-76 programs throughout the United States.

Michael J. Mocek, P.E., PMP

Deputy District Engineer and Chief,
Programs and Project Management Division,
Fort Worth District, U.S. Army Corps of Engineers

Michael J. Mocek, P.E., PMP serves as Deputy District Engineer and Chief, Programs and Project Management Division, Fort Worth District, U.S. Army Corps of Engineers(1990-1995 and 1996-present). His past positions include Chief, Engineering Division, Fort Worth District, USACE (1995-1996), Acting Director, Programs Management Directorate, Southwestern Division, USACE (1995), Chief, Planning Division, Fort Worth District, USACE (1985-1990), Project Engineer, Southern Colorado Project Office, Albuquerque District, USACE (1980-1985), and Planning Division, Fort Worth District, USACE (1971-1980)

Other experience includes Lieutenant Colonel (Retired), U.S. Army Reserves, most recently assigned as individual mobilization augmentee, Office of the Chief of Engineers, Washington, D.C., and adjunct faculty member, U.S. Army Command and General Staff College, Fort Leavenworth, Kansas.

His educational background includes; Bachelor of Science in Agricultural Engineering, Texas Tech University, Master of Science in Civil Engineering, Texas Tech University, U.S. Army Engineer Officer Basic Course, U.S. Army Engineer Officer Advanced Course, U.S. Army Command and General Staff College, Water Resources Planning Associate, Board of Engineers for Rivers and Harbors, Washington, D.C.

Mr. Mocek is married to Betty and has two sons, David and Douglas.

His professional and personal registrations and memberships include; Registered Professional Engineer, State of Texas, Certified Project Management Professional, Member, American Society of Civil Engineers, Member, Project Management Institute, Member, Civil Engineering Advisory Committee, University of Texas at Arlington, Member, Environmental and Earth Sciences Advisory Council, UT Arlington, Member, Civil Engineering Academy, Texas Tech University, Former Member, Civil Engineering Advisory Council, Texas Tech University, Permanent Deacon, Catholic Diocese of Fort Worth, Past President, Holy Family School Board, Fort Worth, Texas, and Past President, Belmont Optimist Club, Pueblo, Colorado.

Brian Giacomozzi P.E., PMP

Chief, Engineering and Construction Division
Southwestern Division

Mr. Giacomozzi serves as the Regional expert in all matters related to Engineering, Construction and Water Management in Southwestern Division. Also, serves as the Team Leader for the SWD Military Transformation Support Team (MTST) responsible for organizing and leading a cross-functional team supporting BRAC and Army transformation issues impacting the region. These issues include strategic manpower, workload decisions, programming, acquisition, and technical issues.

His Corps Experience includes: 1 year, Chief of Engineering & Construction, Southwestern Division, 2 years, San Antonio Area Engineer, Fort Worth District, 1 year, Chief of Construction, Europe District, 3 years, Kaiserslautern Area Engineer, Europe District, 1 year, Baumholder Resident Engineer, Europe District and 8 years as Project Engineer, Fort Hood, and Fort Worth District.

Professional experience has also been gained as a Registered Professional Engineer, State of Texas, Certified Project Management Professional (PMP), 2002 Graduate of the Department of Defense Executive Leadership Development Program, and a Level III Acquisition Professional with $500k warrant

Mr. Giacomozzi's education includes a MBA from the University of Mary-Hardin Baylor, 1993, and a BSCE from Texas A&M University, 1989.

A Superior Civilian Service Award in 2005 and 2003, and an Achievement Medal for Civilian Service 2001 have been bestowed on Mr. Giacomozzi.

He and his wife Kelly have a son, Austyn.

David L. Combs

Chief, Planning Branch
Kansas City District COE

David Combs is currently the Chief of the Planning Branch in the Planning, Programs and Project Management Division of the U.S. Army Corps of Engineers Kansas City District.

David came to the Kansas City District in 2003 from the Tulsa District, where he served as an Environmental Biologist and Chief of Environmental Branch since 1986. He is currently responsible for all the Civil Works water resource planning studies within Kansas City District.

A native of Kentucky, David holds a bachelors and masters degree in biology/aquatic biology from Eastern Kentucky University and advanced course work in environmental engineering from Oklahoma State University. David has been with the Corps of Engineers for over 22 years working in or providing service within the Civil Works, Military and HTRW programs. He is a registered professional Fisheries Scientist by the American Fisheries Society.

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Tulsa and Arkansas Posts

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This program covered technical issues relevant to the engineering profession as outlined below.

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Miroslav P. Kurka

Colonel Miroslav Kurka
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Notes

Notes

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USAF SMALL BUSINESS

14 & 15 August 2007
San Antonio, Texas

SAME – AFCEE – Brooks City-Base
Small Business Conference

Date	Tuesday 14 August	Wednesday 15 August		
Location/ Time	Salon A, B, C	Track 1 Salon A, B, C	Track 2 Salon D, E	Match Making/ One-on-one's
0630-0700	Display registration and set up			
0700-0800	• Conference Registration • Breakfast	Breakfast		
0800-0900	**Conference Begins** **• SAME Welcome** **• Business Opportunity Panel Discussions** ▪ Mr. Paul Parker – AFCEE ▪ Ms. Mary Urey – 311th/SB ▪ Mr. Ken Singel – AFCEE ▪ Col. Stephen Wolfe – AFIOH ▪ USAFSAM ▪ Dr. Garrett Polhamus – AFRL ▪ Ms. Lynette Ward – AFOPO ▪ Ms. Sha-Rone Reyes – BDA ▪ Mr. Frank Simas – AFCESA	**"Air Force Source Selection Process"** Mr. Mike Mullen	**MILCON A-Z** Mr. Homer Guy Mr. Pat McMullen	**Open**
0900-1000		**Presentation on Bonding** Mr. Ray Hundley Smith Manus		**Match Making/ One-on-One Meetings from 0900 – 1200 in:** Fannin, Crockett, and Bonham Rooms
1000-1100		**Mentor-Protégé** Mr. Steve Hodges Jacobs Engineering Group	**Open**	
1100-1200		**Laboratory Certification** Mr. Burt Harrison TolTest Mr. Ed Brown AFCEE		
1200-1300	**Lunch** **Speaker: Lynette Ward, Deputy Director AFOPO** "The Air Force's Small Business Learning Center (SBLC)"	**Lunch**		
1300-1400	**Project Management Training**	**USACE Ft. Worth** Mr. Bob Morris	**Open**	**Open**
1400-1500	**"Project Management – A Practical Approach"** Mr. Michael P. Airaudi, PMP, MSM Project Management Mentors (1310 – 1710)	**HQ AETC** Col. Pohlmeier		**Match Making/ One-on-One Meetings from 1400 – 1600 in:** Fannin, Crockett, and Bonham Rooms
1500-1530		**USACE Tulsa** Ms Yolane Hartsfield	**MILCON A-Z** Mr. Homer Guy Mr. Pat McMullen	
1530-1600		**DeCA (Commissary)** Mr. Jerry Trevino		
1600-1710		**City of San Antonio** Mr. Kent Hickingbottom		
1700-1930	**Social Begins** (1715)	**Conference Ends**		

The Society of
SAME
American Military Engineers

San Antonio Post
P.O. Box 35386
Brooks City-Base, TX 78235-0386

August 2, 2007

Dear Conference Participant,

On behalf of the San Antonio Post of the Society of American Military Engineers, it is my pleasure to welcome you to our joint Small Business Conference co-sponsored by SAME, the Air Force Center for Engineering and the Environment, and the Brooks City-Base Small Business Office.

We're excited about offering our first two-day conference which is featuring Air Force Center for Engineering and the Environment "Industry Day" presentations, small business-specific presentations, networking and display opportunities, and military and City of San Antonio engineering, architectural, environmental, and construction business forecasts.

As this Conference will continue to be an annual event and we want to meet your needs with informative, valuable, and fresh presentations and topics. We'd appreciate your feedback and suggestions about how we might improve future years' conferences.

We also invite you to join us at our Post meetings held the second Tuesday of every month at 11:30 a.m. at the Ft Sam Houston NCO Club. We always have gifted speakers lined up with presentations on a wide variety of engineering topics related to military, private and public sectors. Our meetings also provide you one of the very few inexpensive opportunities to network with large and small businesses, and meet and become acquainted with military and city decision-makers in an informal social and professional setting. You can find out more about Post meetings and activities at our Post website located at www.same-satx.org.

Enjoy the Conference and I look forward to seeing you again next year!

Sincerely,

Richard D. Bartholomew, Col, USAF
President, San Antonio Post

Air Force Center for Engineering & the Environment

Small Business Administration

Society of American Military Engineers

Welcome Small Business Workshop Attendees

The Air Force Center for Engineering and the Environment (AFCEE) is proud to partner with the Brooks City-Base Small Business Office and the San Antonio Chapter of the Society of American Military Engineers (SAME) to host the 2007 Small Business Conference & Training Workshop.

This workshop is your chance to glimpse the future of requirements in support of tomorrow's Air Force, learn more about programs designed to prepare small businesses to compete for their fair share, and meet individuals who are directly involved and engaged in leading edge technological advances in the areas of research and engineering. Regardless of your status as a small business, acquisition professional, or a prime contractor, I know you will benefit greatly from attending this year's workshop. This is your chance to showcase your companies' capabilities and form business relationships through networking. I encourage you to personally take advantage of the one-on-one sessions with government representatives and prime contractors who will be available to answer questions you may have regarding our business lines and commitment to small business.

AFCEE realizes that the Air Force Small Business Program is *much* more than numbers, percentages, dollars, and contract awards and reaches *beyond goals* to support Air Force priorities. AFCEE shares in the Air Force small business mission of promoting effective outreach and acquisition strategies that provide small and disadvantaged businesses as well as minority institutions, with fair opportunities in Air Force acquisitions, procurements, and research.

AFCEE owes much of its success to the partnerships we have with small businesses. We look forward to being part of this year's workshop with you.

Sincerely

PAUL A. PARKER, SES
Director

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 311TH HUMAN SYSTEMS WING (AFMC)
BROOKS CITY-BASE TEXAS

311 HSW/CL
2510 Kennedy Circle
Brooks City-Base TX 78235-5115

14 August 2007

Small Business Workshop Attendees

Welcome All Attendees

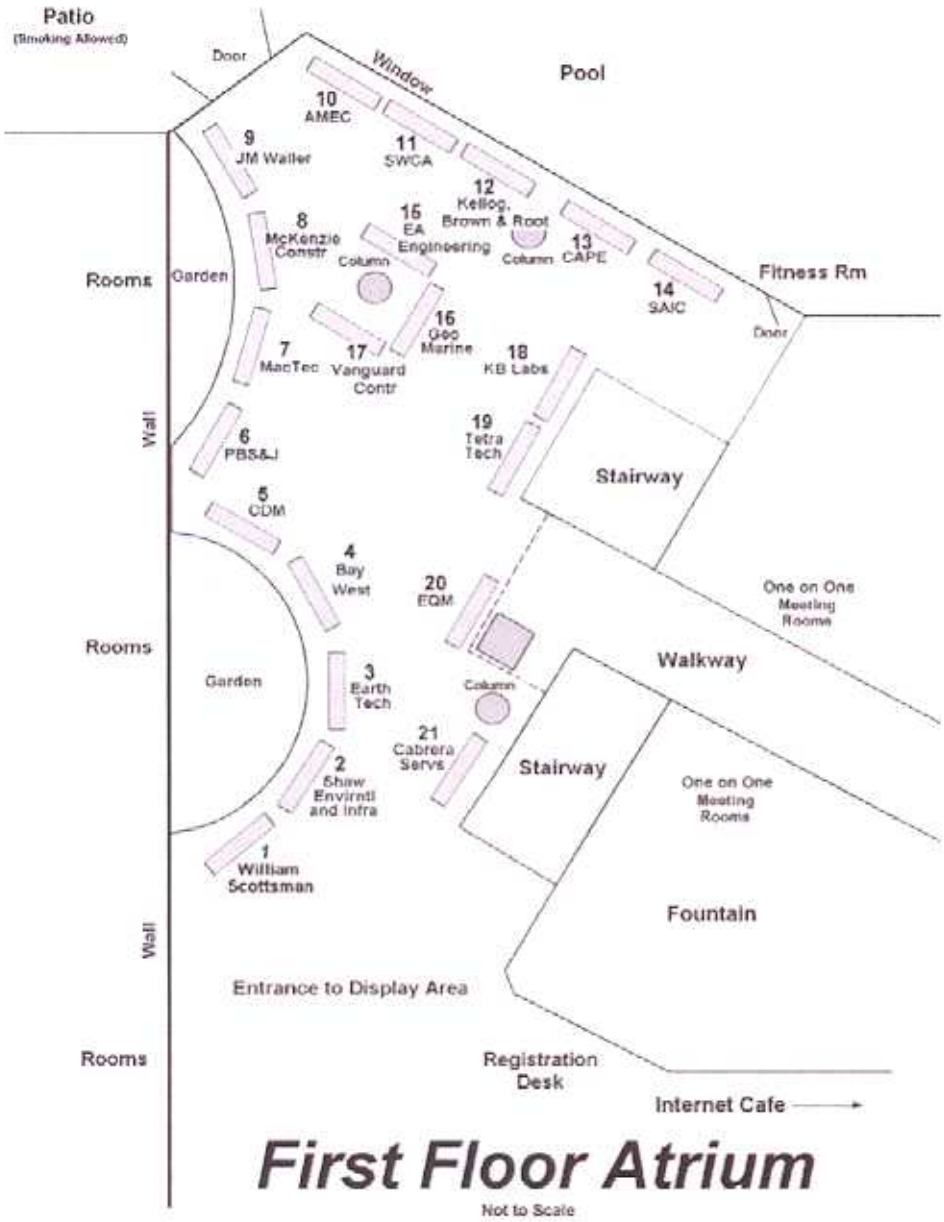
The 311th Human Systems Wing welcomes you to the 1st Annual Joint Small Business Conference. Last year, the 311 HSW Small Business Office, the Air Force Center for Engineering and the Environment, and the Society of American Military Engineers each held separate successful conferences. This year we have combined the three into one and plan to make this a new tradition.

Traditions at Brooks go back to 1917 when the need for trained flying instructors was recognized. In the 90 years between 2007 and 1917, missions have expanded, contracted and changed while the men and women at Brooks have made history. They trained pilots while trying to understand the physiological demands, executed the first mass parachute jump and supported the manned space flight program. They currently train over 7,000 students per year in aerospace medicine disciplines, execute a global occupational health surveillance program and make our weapon systems better through human systems integration. Brooks tenants like AFCEE, AFRL, 77th AESG and 68th IOS bring terrific capability to the Air Force and you will be hearing about them today. With the BRAC closure looming before us in 2011, there is still history yet to be made at Brooks. Until closure in 2011, our focus remains on customer service and our vision remains "Every Airman a Force Multiplier."

These two days are your opportunity to share success stories with peers and gain new insights so you can continue to ensure America's small businesses bring all they have to offer to our Airmen. I encourage you to make the most of the informative training and match-making sessions available. Together we will train one another. On behalf of all the customers at Brooks City-Base, I thank you for your service to the United States Air Force.

Sincerely

ERIC L. STEPHENS, SES, DAF
Director



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2. Shaw Environmental	9. JM Waller	16. GeoMarine
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5. CDM	12. Kellogg, Brown & Root	19. TetraTech
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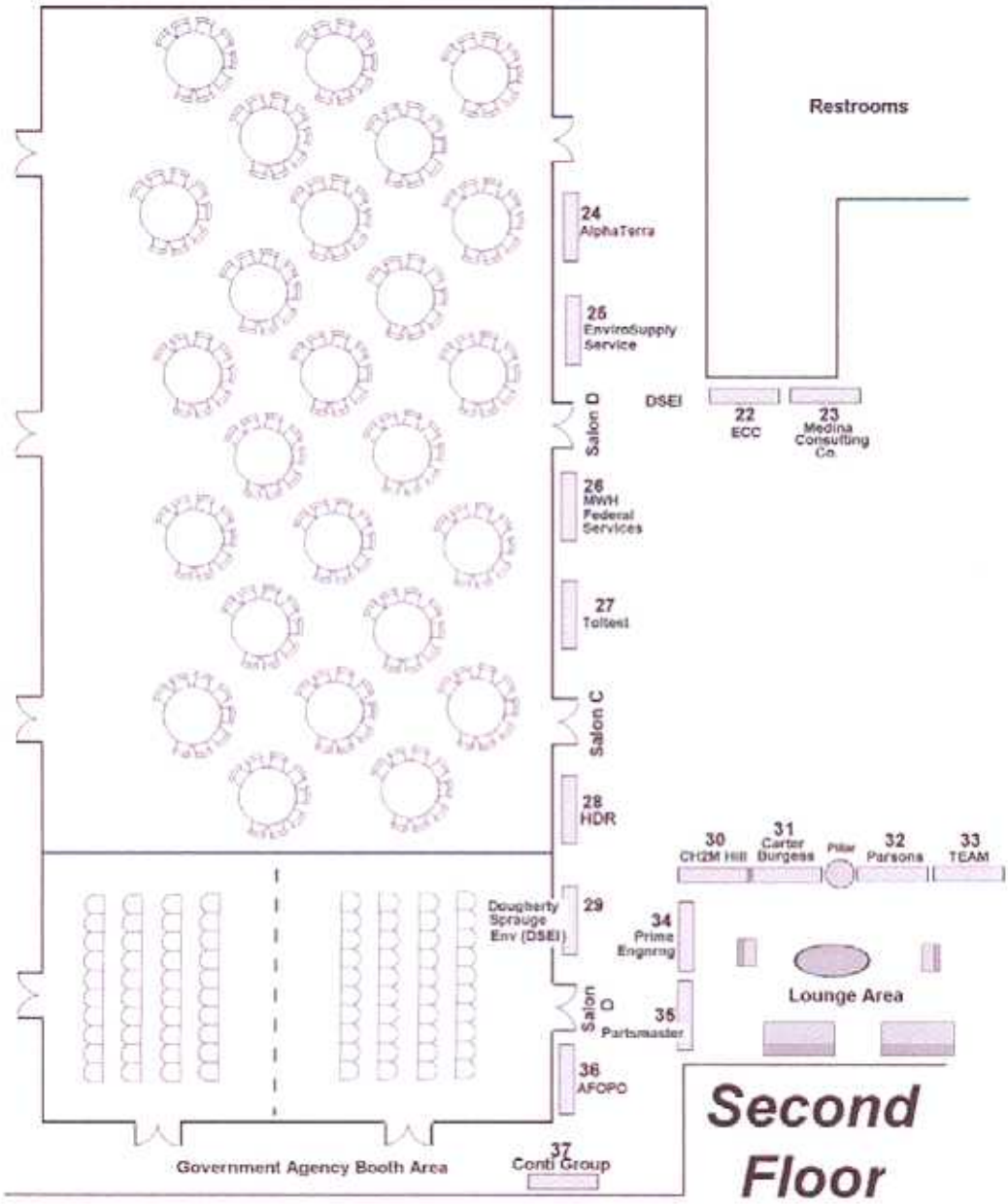

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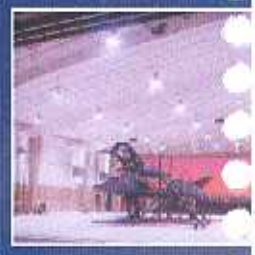

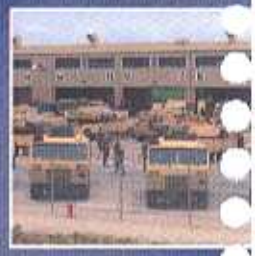

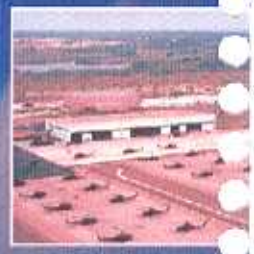

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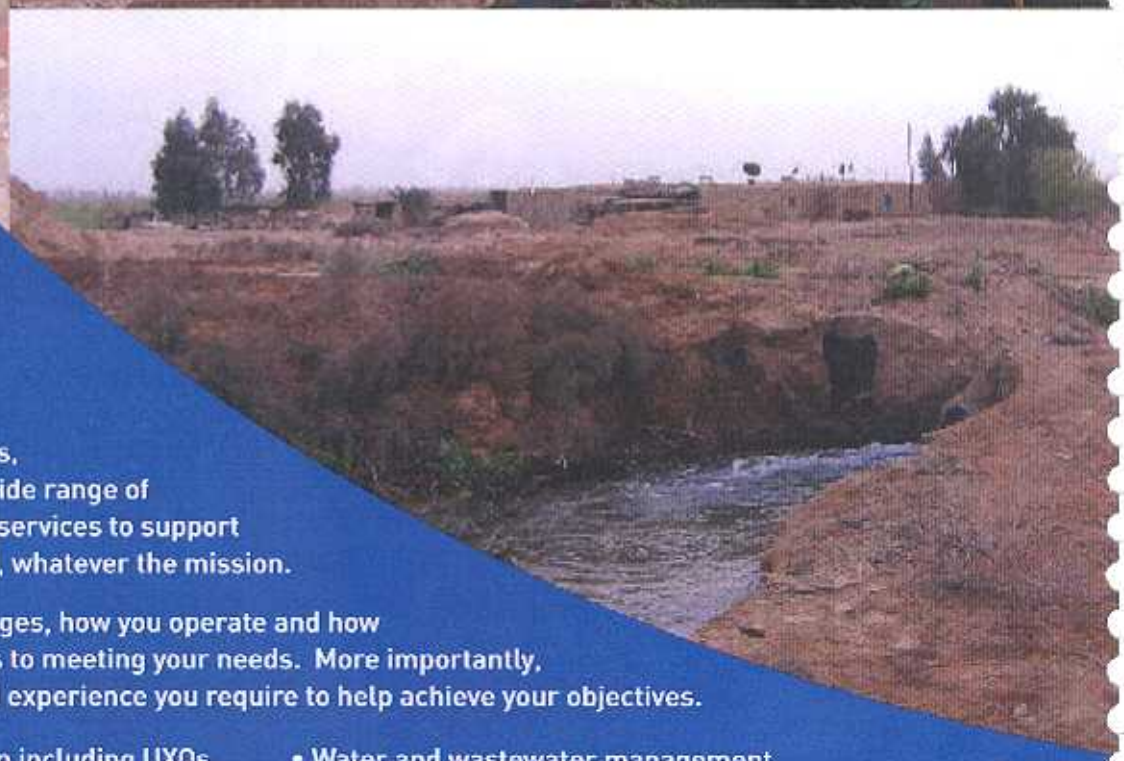

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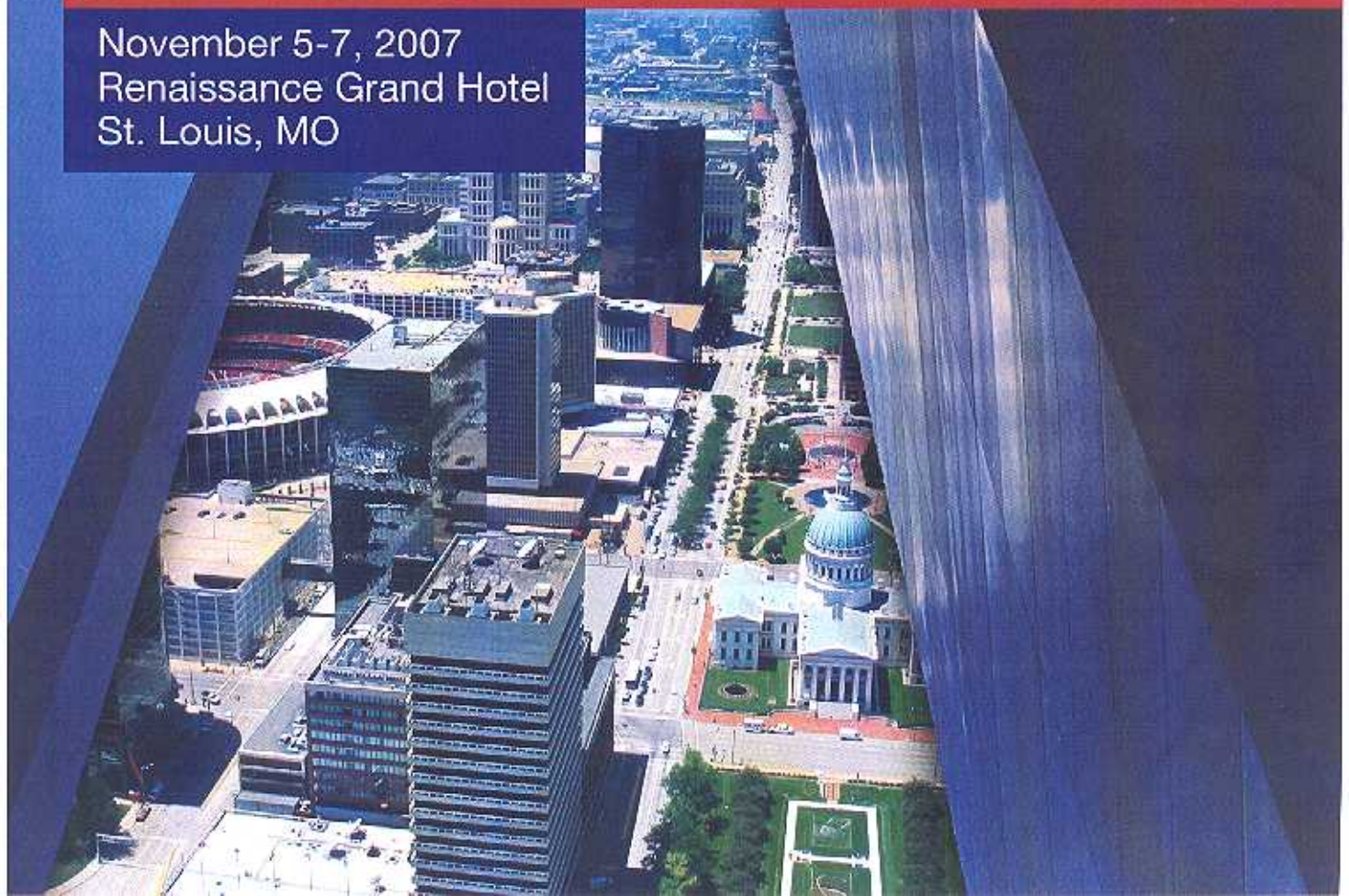

AGENDA

MONDAY, NOVEMBER 5

(All events will be held in the Landmark Ballroom)

8:00 a.m.–5:30 p.m.
Registration

12:30 p.m.–12:45 p.m.
Presentation and Posting of Colors,
National Anthem & Invocation

12:45 p.m.–1:15 p.m.
Welcome
Anthony Bell, Chief, Small Business Office, HQ USACE
Dr. Robert D. Wolff, P.E., F.SAME, Executive Director, SAME
Mercedes Enrique, Chair, Small Business Council, SAME

1:15 p.m.–2:00 p.m.
Keynote: Lt. Gen. Robert L. Van Antwerp, P.E., USA, Chief of Engineers & Commanding General, USACE

2:00 p.m.–2:15 p.m.
Speaker: Tracey L. Pinson, Director, Office of Small Business Programs, Office of the Secretary of the Army

2:15 p.m.–2:35 p.m.
Speaker: Senator Christopher S. Bond (Mo.) (Invited)

2:35 p.m.–3:00 p.m.
Networking Break–Landmark Foyer

3:00 p.m.–4:00 p.m.
Small Business Panel: What Bus to Catch
Moderator: Anthony Bell, Chief, Small Business Office, HQ USACE

Panelists:
Tracey L. Pinson, Director, Office of Small Business Programs, Office of the Secretary of the Army

Maureen Q. Weller, Principal Assistant Responsible for Contracting, Dallas Regional PARC Office, USACE

Hubert J. Carter Jr., Chief, Office of Small Business Programs, USACE-Omaha District

Dwight A. Beranek, P.E., Vice President and Operations Manager, Michael Baker Corp.

Jennifer P. Fogg, CPF, President and COO, Asset Group Inc.

4:00 p.m.–4:30 p.m.
Civil Works
Speaker: Maj. Gen. Don T. Riley, P.E., USA, Director of Civil Works, HQ USACE

4:30 p.m.–5:00 p.m.
Military Program
Speaker: Maj. Gen. Merdith W.B. Temple, P.E., USA, Director, Military Programs Directorate, HQ USACE

5:00 p.m.–7:00 p.m.
Networking Reception–Majestic Ballroom or Networking Hal

TUESDAY, NOVEMBER 6

8:00 a.m.–8:45 a.m.
USACE Support to Stability and Reconstruction in Afghanistan
Speaker: Col. Miroslav P. Kurka, USA, Commander, USACE Afghanistan Engineer District
Location: Majestic Ballroom – USACE Networking Lounge

8:45 a.m.–9:00 a.m.
Room Change

9:00 a.m.–10:00 a.m.
Technical Training Sessions

Session A: **Landmark 123**
Military Construction (MILCON) Update
Moderator: Lisa Billman, Acquisitions Manager, Centers of Standardization

Panelists:
Col. Christopher W. Martin, USA, Commander, USACE-Fort Worth District

Col. Raymond G. Midkiff, USA, Commander, USACE-Louisville District

Terri Nolen, Chief of Engineering Service Branch and COS Program Manager, USACE-Fort Worth District

Larry M. Cozine, RA, Chief of Design Branch, Engineering Division, USACE-Louisville District

Session B: **Landmark 567**
Katrina Two Years Later: Re-Building and Improving the Greater New Orleans-Area Hurricane Protection System
Moderator: Jim Barr, Chief, Contracting Division, USACE-New Orleans District

Panelists:
Col. Jeffrey A. Bedey, USA, Commander, Hurricane Protection Office, New Orleans, La.

Col. Alvin B. Lee, USA, Commander, USACE-New Orleans District

Edward R. Watford, PMP, Deputy District Engineer for Proje Management, USACE-New Orleans District

10:00 a.m.–11:30 a.m.
Networking Hall

11:30 a.m.–1:30 p.m.
Award Luncheon
Keynote Speaker: John Paul Woodley Jr., Assistant Secretary of the Army (Civil Works)

1:30 p.m.–5:00 p.m.
Networking Hall

2:00 p.m.–3:00 p.m.
Technical Training Sessions

Session C: **Landmark 567**
Military Construction (MILCON) Update
Moderator: Lisa Billman, Acquisitions Manager, Centers of Standardization

Panelists:
Col. Christopher W. Martin, USA, Commander, USACE-Fort Worth District

Col. Raymond G. Midkiff, USA, Commander, USACE-Louisville District

Terri Nolen, Chief of Engineering Service Branch and COS Program Manager, USACE-Fort Worth District

Larry M. Cazine, RA, Chief of Design Branch, Engineering Division, USACE-Louisville District

Session D: **Landmark 567**
Katrina Two Years Later: Re-Building and Improving the Greater New Orleans-Area Hurricane Protection System
Moderator: Karen Durham-Aguilera, P.E., Director, Task Force Hope, USACE-Mississippi Valley Division

Panelists:
Col. Jeffrey A. Bedey, USA, Commander, Hurricane Protection Office, New Orleans, La.

Col. Alvin B. Lee, USA, Commander, USACE-New Orleans District

Edward R. Watford, PMP, Deputy District Engineer for Project Management, USACE-New Orleans District

5:00 p.m.–7:00 p.m.
Networking Hall Closed (Booth Dismantle)

WEDNESDAY, NOVEMBER 7

7:30 a.m.–8:15 a.m. **Landmark123**
Introduction to the SAME Small Business Council
Speaker: Mercedes Enrique, President, Custom Mechanical Systems Corp. and Chair, SAME Small Business Council

8:30 a.m.–10:00 a.m.
Technical Training Sessions

Session E: **Landmark 123**
What Happens to Your Proposal After it's Submitted?
Moderator: Darice Jamison, PMP, Marketing Manager, Project Time and Cost Inc.

Panelists:
Cheryl A. Anderson, Chief, Contracting Division, USACE-Seattle District

Melea D.F. Crouse, Deputy Associate Director for Small Business Programs, USACE Southwestern and South Pacific Divisions

Session F: **Landmark 567**
How Do Surety Bond Producers Evaluate Underwriting Programs?
Moderator: Mercedes Enrique, President, Custom Mechanical Systems Corp. and Chair, SAME Small Business Council

Panelists:
Raymond M. Hundley, Producer, Smith Manus

Rick Galloway, Vice President, Federal Client Group, Environmental Services Business Group, CH2M Hill

10:00 a.m.–10:30 a.m.
Networking Break–Landmark Ballroom Foyer

10:30 a.m.–12:00 p.m.
Technical Training Sessions

Session G: **Landmark 567**
Do You Really Understand Design-Build Procurements?
Moderator: Lt. Col. James A. "Tony" Price, USA (Ret), President, Lindbergh & Assoc. LLC

Speaker: Leandra Thompson, DBIA, President, Northstar Project Management LLC

Session H: **Landmark 123**
Do You Team or Joint Venture to Win?
Moderator: Mike Zambrana, President and CEO, Pangea Group

Panelists:
Antonio R. Franco, Partner, PilieroMazza PLLC

Mary Urey, Director of Small Business Office, Brooks City-Base

12:00 p.m.
Small Business Conference Adjourned

SESSIONS

BREAKFAST TRAINING SESSIONS

Introduction to the SAME Small Business Council

7:30 a.m.-8:15 a.m., Wednesday, Nov. 7

This breakfast session is designed to inform SAME members and potential members of the activities of the national SAME Small Business Council (SBC). SBC is represented by SAME members from the private (small and large) and public sectors. Meet SBC leadership and learn about the council, its contributions to small business and its 2007-2008 deliverables. The session will include brief update presentations from SBC Chair Mercedes Enrique and each of the six programs represented in the council.

USACE Support to Stability and Reconstruction in Afghanistan

8:00 a.m.-8:45 a.m., Tuesday, Nov. 6

This session will include a description of these major USACE programs currently underway in Afghanistan. Afghan Security Forces Construction, Coalition Forces Support, Counter-Narcotics and Border Management Construction, and Strategic Reconstruction. The session will also include discussion of USACE-Afghanistan Engineer District (AED) support to Provincial Reconstruction Teams, AED efforts to build Afghan engineering capacity and the criticality of road construction. Additionally, opportunities for businesses and individuals to work in Afghanistan and with AED will be presented.

TECHNICAL SESSIONS

Sessions A and C

Military Construction (MILCON) Update

9:00 a.m.-10:00 a.m., Tuesday, Nov. 6

2:00 p.m.-3:00 p.m., Tuesday, Nov. 6

Sessions B and D

Katrina Two Years Later: Re-Building and Improving the Greater New Orleans-Area Hurricane Protection System

9:00 a.m.-10:00 a.m., Tuesday, Nov. 6

2:00 p.m.-3:00 p.m., Tuesday, Nov. 6

Session E

What Happens to Your Proposal After it's Submitted?

8:30 a.m.-10:00 a.m., Wednesday, Nov. 7

This session will allow attendees to learn from those directly involved with the procurement process. Attendees will develop a better understanding of the steps and process of reviewing sources sought and how they are used to determine appropriated set aside actions for small business firms. This session will help attendees understand how proposals are reviewed to select a firm and make an award. Attendees will also review and discuss a sample submission alongside USACE personnel. It will change the way you approach your next proposal.

Session F

How Do Surety Bond Producers Evaluate Underwriting Programs?

8:30 a.m.-10:00 a.m., Wednesday, Nov. 7

This session will address the complex process associated with bonding underwriting. It will begin with a review of the Three C of Bonding: Capacity (infrastructure personnel experience), Credit (cash) and Character. A hands-on exercise will engage attendees to analyze the credit-worthiness of four sample company financials. The session will end with a summary of the analysis and the lessons learned from the session. The goal of the session is to provide basic but critical information for smal businesses to successfully position their companies for bondin growth.

Session G

Do You Really Understand Design-Build Procurements?

10:30 a.m.-12:00 p.m., Wednesday, Nov. 7

This session will discuss the four different contract delivery methods and what design-build means to small businesses. Th session will include a short discussion on how to organize a design-build team, the business decisions required during the organization process, and how teaming and collaborating can make or break a design-build team. Federal representatives wi be on hand to provide their perspective on the process and hov they determine answers to questions such as: Should a design-build project be designated for small businesses? Who manag the expectations during the procurement process? The govern ment? The contractor?

Session H

Do You Team or Joint Venture to Win?

10:30 a.m.-12:00 p.m., Wednesday, Nov. 7

This session will assess the wide variety of teaming relationshi possible in responding to federal solicitations. The session will include current updates and trends based upon recent decisio and opinions within business circles and the Small Business Administration (SBA). An attorney who specializes in these rela tionships and SBA regulations will provide insight on the chan ing regulatory framework. Also, federal representatives will off insight on how each of these relationships is perceived during the proposal review process: Is it better to have a prime/sub relationship or a joint venture? Who would be in control? This session will cover the endless maze of regulations regarding teaming and affiliation, and help you create more effective mo els for proposals and win more work.

KEYNOTE SPEAKERS

Lt. Gen. Robert L. Van Antwerp, P.E., USA
Chief of Engineers and Commanding General, USACE

Lt. Gen. Robert L. Van Antwerp, P.E., became the U.S. Army Chief of Engineers and Commanding General of the U.S. Army Corps Engineers (USACE) in May 2007. Gen. Van Antwerp serves as the senior military officer overseeing most of the nation's civil works infrastructure and military construction.

As USACE Commanding General, Gen. Van Antwerp is responsible for approximately 33,000 civilian and 600 military employees who provide project management and construction support to 250 U.S. Army and U.S. Air Force installations in nearly 100 countries around the world. With thousands of civilians and soldiers deployed to support reconstruction in Iraq and Afghanistan, USACE plays a key role in the Global War on Terror while also overseeing hundreds of environmental projects and providing critical response to natural and man-made disasters.

Gen. Van Antwerp took command of USACE after serving most recently as Commanding General, U.S. Army Accessions Command. His other command assignments have included the Army Maneuver Support Center and Fort Leonard Wood; the Army Engineer School; USACE-Los Angeles District; the Army Division, South Atlantic, Atlanta, Ga.; and the 326th Engineer Battalion, 101st Airborne Division (Air Assault) during Operations Desert Shield and Desert Storm in Saudi Arabia and Iraq.

A graduate of the U.S. Military Academy at West Point, Gen. Van Antwerp holds a master's degree in mechanical engineering from the University of Michigan and a Master of Business Administration from Long Island University in New York.

Christopher S. Bond
U.S. Senator, Missouri (Invited)

Since his election in 1986, Sen. Christopher S. "Kit" Bond has built a reputation as a strong supporter of responsible budgeting and accountability in education and government programs.

A former governor of Missouri, Bond has fought for economic security and has protected jobs from being driven abroad, ensuring the weapons systems defending our soldiers continue to be built by Missouri's engineering and production work force. He has fought for the health and safety of his constituents by winning funds to expand Community Health Centers, protecting access to cancer care, improving nursing home care and providing Missouri sheriffs the resources they need to fight methamphetamine.

Additionally, Bond has fought for Missouri's fair share of money to improve roads and highways. As the then-chairman of the Senate subcommittee responsible for writing federal highway legislation, Bond used his clout to bring $1.3 billion in new federal highway funds to Missouri in the most recent transportation bill.

A supporter of law enforcement and a strong military, Bond serves as Vice Chairman on the Senate Select Intelligence Committee and he is the ranking member of the Appropriations Subcommittee, which funds the nation's housing and transportation needs.

Bond graduated from Princeton University in 1960 and received his law degree from the University of Virginia.

John Paul Woodley Jr.
Assistant Secretary of the Army (Civil Works)

As Assistant Secretary of the Army (Civil Works), John Paul Woodley Jr. is responsible for the supervision of the Army's Civil Works program, including programs for conservation and development of the nation's water and wetland resources, flood control, navigation and shore protection.

Prior to his appointment in May 2005, Woodley was Principal Deputy Assistant Secretary of the Army (Civil Works). He previously served as Assistant Deputy Undersecretary of Defense (Environment) where he oversaw the Defense Environmental Program, encompassing both environmental restoration and compliance and pollution prevention efforts. Prior to that, he served as Secretary of Natural Resources under Virginia Governor Jim Gilmore. As Secretary of Natural Resources, Woodley supervised eight Virginia agencies responsible for environmental regulation, permitting and enforcement, natural and historic conservation, and outdoor recreation, including parks, fisheries and wildlife management.

Woodley served on active duty with the U.S. Army Judge Advocate General's Corps from 1979 until 1985 and retired from the Army Reserve in August 2003 as a Lieutenant Colonel.

Woodley received a Bachelor of Arts from Washington & Lee University in Lexington, Va., where he attended on an Army ROTC scholarship, and was elected to Phi Beta Kappa. He also received his law degree from the Law School at Washington & Lee in 1977.

SAME would like to extend a special thanks to the following individuals, whose hard work made this conference possible.

Wanda Ashe, Management Specialist, Small Business Office, HQ USACE
Karen Baker, Procurement Analyst, Small Business Office, HQ USACE
Anthony Ball, Chief, Small Business Programs, HQ USACE
Alan Dooley, Chief, Public Affairs, USACE-St. Louis District
Mercedes Enrique, President, Custom Mechanical Systems Corp.
Darice Jamison, PMP, Marketing Manager, Project Time and Cost Inc.
Lt. Col. James A. "Tony" Price, USA (Ret), Owner/President, Lindbergh & Assoc. LLC
Mike Zambrano, President and CEO, Pangea Inc.

SAME Staff

Kizita Awuakye, Graphic Designer, SAME
Kristin Duckworth, Continuing Education Manager, SAME
John Mills, Web Manager, SAME
Jack Nank, Associate Editor, SAME
Diane Schreiber, Meeting and Conference Manager, SAME

SPEAKERS & PANELISTS *(in alphabetical order)*

Cheryl A. Anderson
Chief, Contracting Division
USACE-Seattle District

Cheryl A. Anderson serves as Chief, Contracting Division, USACE-Seattle District. Having joined the Seattle District 28 years ago, Anderson is a Contracting Officer with an unlimited warrant and is responsible for approximately $450 million in contract awards annually. Anderson recently served on the U.S. Department of Defense Iraq Reconstruction Contracting Team, which was responsible for the award of ten design-build contracts valued at $5.1 billion for construction projects in Iraq. In 2000, Anderson served on the Fort Lewis Residential Communities Initiative Planning Team, which was responsible for negotiating and developing the Community Development and Management Plan with EQR/Lincoln, the selected developer for the privatization of family housing at Fort Lewis, Wash. Anderson holds a bachelor's degree in business administration from the University of Washington.

Col. Jeffrey A. Bedey, USA
Commander, Hurricane Protection Office
New Orleans, La.

Col. Jeffrey A. Bedey is Commander of the Hurricane Protection Office, New Orleans, La., a position he assumed in June 2006. Col. Bedey oversees one of the most massive civil works projects in U.S. history: construction of the flood protection system that protects the city of New Orleans and southeast Louisiana. The major focus of this multi-billion-dollar project is the rebuilding of flood-control structures damaged during hurricane Katrina, and the construction of new structures and pump stations to protect the area in the future.

Before his assignment to New Orleans, Col. Bedey was the Omaha District Commander and District Engineer. Previously, he was assigned to Quaid-I-Azam University in Islamabad, Pakistan, where he earned a master's degree in defense and strategic studies. Col. Bedey holds a master's degree in construction management from Colorado State University and a bachelor's degree in construction engineering from Montana State University.

Anthony Bell
Chief, Small Business Office
HQ USACE

Anthony Bell is the Chief of Small Business Programs, USACE. He is responsible for managing the USACE small business program, which ensures small businesses are provided maximum practicable opportunities to participate as prime contractors or subcontractors.

Prior to joining USACE, Bell was Program Manager for the Small Business Office of the Transportation Security Administration (TSA), an agency of the U.S. Department of Homeland Security. Bell was named the 2006 Small Business Advocate of the Year by United Indian Development Association Business Services, an organization dedicated to the economic advancement of Native Americans.

Prior to joining TSA, Bell served as the Assistant Small Business Officer at the Internal Revenue Service. While there, Bell was named Department of Treasury Small Business Advocate of the Year 2003 and Vendor Outreach Advocate of the Year in 2002 and 2001.

Bell has a bachelor's degree in economics from George Mason University and a master's degree in management from the Florida Institute of Technology.

Dwight A. Beranek, P.E.
Vice President and Operations Manager
Michael Baker Corp.

Dwight A. Beranek, P.E., serves as Program Executive Officer for Michael Baker Corp.'s Map Modernization project with the Federal Emergency Management Agency (FEMA). This five-year up to $750 million contract was awarded to Baker in March 20 and involves the development, planning, management, implementation and monitoring of the Map Modernization program for flood hazard mitigation across the United States and its territories.

Beranek came to Baker from USACE, where he served for more than 35 years in a variety of management and leadership positions. Most recently, Beranek was Deputy Director of Military Programs, based at USACE headquarters in Washingto D.C., providing senior executive direction and leadership for USACE's multi-billion-dollar annual military programs. Prior t that, he was Chief of Engineering and Construction for USACE where he served as the chief civilian engineer for civil works a military missions.

Beranek holds a bachelor's degree in engineering from Northwestern University and master's degrees in business administration and public administration from Boston University and American University, respectively.

Hubert J. Carter Jr.
Chief, Office of Small Business Programs
USACE-Omaha District

Hubert J. Carter Jr. has managed the Office of Small Busines Programs, Omaha District since 1995. He is known throughou the small business community, industry and among his peers for his ability to manage a large, diverse and challenging pro gram resulting in an evolving, transforming, robust small busi ness program for the district.

Carter is an active member of a host of program and project delivery teams, including the Military, Civil and Environmenta Project Acquisition Strategies Boards; the Military, Civil and Environmental Project Review Boards; Commander Staff and Executive Office advisor to all Source Selection Boards; and coach and advocate for all PDT and planning boards at all stages of planning and project execution.

Carter is a level three certified acquisition professional and holds a bachelor's degree in public administration.

Larry M. Cozine, RA
Chief of Design Branch, Engineering Division
USACE-Louisville District

As the Chief of Design Branch, Engineering Division, USACE Louisville District, Larry M. Cozine, RA, is responsible for the design and engineering of in-house military and civil works pr gram projects, with an annual workload exceeding $800 millio in construction placement. He is the Center of Standardizatio (COS) Program Manager for the Louisville District, and is also a member of the USACE COS Management Board, which is dedi cated to successful implementation of the COS Program proce throughout USACE.

Cozine holds degrees from the University of Kentucky and Cornell University.

Melea D.F. Crouse
Deputy Associate Director for Small Business Programs
USACE Southwestern and South Pacific Divisions

Melea D.F. Crouse is the Regional Deputy for Small Business Programs, USACE, serving the South Pacific and Southwestern Divisions and supporting and advising eight districts. She also provides assistance to the Principle Assistant Responsible for Contracting (PARC) in Dallas, Texas, and is the Regional Contracting Chief for each division. Previously, Crouse served as Deputy for Small Business Programs for USACE-Fort Worth District, with an average obligation of $560 million annually. Crouse was responsible for assisting firms that wished to contract with USACE, as well as providing technical staff guidance with regard to regulations, procedures and acquisition strategy as it relates to small business. Crouse was also an integral team member with the Army MILCON Transformation program, primarily at Fort Bliss, Texas, as well as upcoming programs, such as the San Antonio Base Realignment and Closure and the U.S. Customs and Border Protection initiatives.

Jennifer P. Fogg, CPF
President and COO
ASSET Group Inc.

As President and COO for ASSET Group Inc., Jennifer P. Fogg, CPF, is directly responsible for planning and execution of all business development initiatives and oversees design-build activities including development of short- and long-term teaming relationships. With profit and loss accountability and working in conjunction with a cohesive executive team, she oversees all facets of administrative, HR and finance operations with a special emphasis in providing motivating and rewarding career opportunities for ASSET employees.

Over her ten-year career, Fogg has overseen more than $300 million in construction and environmental contracts and won more than $4 billion in contract capacity. She has managed and grown several 8(a), MBE, WBE, HUBZone small businesses and currently enjoys federal construction projects across more than ten states. She is a founder and past chair of the SAME Small Business Council and has been a member of SAME's Senior Executive Group since 2005.

Antonio R. Franco
Partner
PilieroMazza PLLC

Anthony R. Franco is a partner with PilieroMazza PLLC, where he oversees the Government Contracts/Small Business Group. His practice includes all aspects of federal government contracting and administration, and he has represented clients before government agencies and federal and state courts, including the Court of Claims, General Accountability Office and Board of Contract Appeals. His primary focus is in areas relating to government contracts, with an emphasis on federal procurement programs such as the 8(a), small disadvantaged and HUBZone programs, representing large, mid-size and small business concerns.

Franco serves on the Small Business Administration's Advisory Board for the Washington, D.C., Metropolitan Area District Office. He has served on the Boards of Directors of the Hispanic Chamber of Commerce of Montgomery County, Md., and the Community Ministry Micro-Enterprise LLC, and was also a Commissioner on the Montgomery County Human Rights Commission. Franco is a frequent speaker on various aspects of federal contracting issues.

Franco received a Bachelor of Arts from Tulane University and a law degree from the Georgetown University Law Center. He is a member of the Bars of the State of Florida, the District of Columbia and the State of Maryland.

Rick Galloway
Vice President, Federal Client Group, Environmental Services Business Group
CH2M HILL

As Vice President of Environmental Services, Rick Galloway is responsible for business development and strategies for expanding CH2M HILL's environmental services with federal government clients. He leads and integrates business development and marketing teams to help the business group achieve its strategic goals. This includes developing and leading a global client service management program.

Galloway is experienced in corporate strategy, project management, portfolio diversification and client account management. He has worked in the public sector for U.S. government agencies and commercial clients nationwide.

Galloway attended graduate school in engineering and environmental management at the Air Force Institute of Technology and received a bachelor's degree in agronomy at Mississippi State University. He also holds a master level certification in hazardous materials management. He is an active member of SAME and was a national board member as Chair of the Design and Construction Committee.

Raymond M. Hundley
Producer
Smith-Manus

Raymond M. Hundley is a surety bond producer for Smith-Manus, a surety-only agency, located in Louisville, Ky. Hundley specializes in working with contractors on federal projects and has extensive expertise in federal regulations and guidelines for surety bonds. He is responsible for identifying potential clients, developing client profiles, collecting and compiling client information, matching clients with potential surety companies, and preparing submissions for projects and larger scale surety-bond programs. Hundley has been active with local and regional surety associations, including roles as president, vice president, secretary and treasurer of the Kentucky Surety Association. He has been a speaker at several conferences on the topic of surety bonding, especially for federal contractors.

Col. Miroslav P. Kurka, USA
Commander
USACE-Afghanistan Engineer District

Col. Miroslav P. Kurka assumed command of the USACE-Afghanistan Engineer District (AED) on July 9, 2007. Established first as an area office and later as a district, USACE-AED conducts construction and engineering operations in the Central Asia Republics to facilitate the establishment of a secure and stable environment while promoting reconstruction and infrastructure development. AED's area of operations in Central Asia includes the countries of Afghanistan, Kazakhstan, Kyrgyzstan, Pakistan, Tajikistan, Turkmenistan and Uzbekistan.

Prior to his position in Afghanistan, Col. Kurka commanded USACE-Tulsa District for three years.

Col. Kurka graduated from the United States Military Academy at West Point. He holds master's degrees in administration from Central Michigan University and in national resources strategy from the Industrial College of the Armed Forces. He is a graduate of the U.S. Command and General Staff College, Combined Arms and Staff Services School, United States Army Engineer Officer Basic and Advanced Courses.

Col. Alvin B. Lee, USA
Commander
USACE-New Orleans District

Col. Alvin B. "Al" Lee took command of USACE-New Orleans District on July 20, 2007. As District Engineer, Col. Lee is responsible for a district that, in tandem with the Hurricane Protection Office, is working on appropriations exceeding $7 billion for hurricane restoration.

The New Orleans District's jurisdiction includes 2,800 miles of navigable waterways, 1,300 miles of levees and floodwalls, 11 navigation locks, six major flood control structures, and other projects to create and protect coastal wetlands. Lee also serves as chairman of the federal-state Coastal Wetlands Planning, Protection and Restoration Act Task Force, which oversees a $60 million annual program to protect and restore Louisiana's coastal wetlands.

Col. Lee's previous assignment was as a fellow in the Secretary of Defense Corporate Fellows Program, assigned to Caterpillar Inc. He comes with district-command experience, as his assignment previous to Caterpillar was as the commander and district engineer of the USACE-Charleston (S.C.) District. Col. Lee is a distinguished military graduate of Georgia Southern University and holds a master's degree in engineering management from St. Martin's University.

Col. Christopher W. Martin, USA
Commander
USACE-Fort Worth District

Col. Christopher W. Martin is Commander and District Engineer of USACE-Fort Worth District, a role he assumed July 27, 2006, after commanding the 91st Engineer Battalion during Operation Iraqi Freedom II in Iraq.

Col. Martin previously served as a Special Assistant to the Commanding General, U.S. Army Training and Doctrine Command Headquarters in Fort Monroe, Va., and the Brigade Engineer, and later the Deputy G3, for the SETAF Infantry Brigade for the Southern European Task Force (SETAF) (Airborne) in Vicenza, Italy. His past assignments have included: Brigade S4, Chief of Construction for Task Force Eagle in Bosnia, and as the Brigade S3, with the 1st Infantry Division's Engineer Brigade in Germany; Operations Instructor with the Expeditionary Warfare Training Group, Pacific, at the Naval Amphibious Base on Coronado; Commander, 887th Engineer Company (Light Equipment) (Air Assault) in the 101st Airborne Division (Air Assault); and an assistant S3 with the 326th Engineer Battalion at Fort Campbell, Ky.

Col. Martin graduated from the United States Military Academy at West Point in 1983, and he received his master's degree in civil engineering from the University of Illinois.

Col. Raymond G. Midkiff, USA
Commander
USACE-Louisville District

Col. Raymond G. Midkiff assumed command of USACE-Louisville District in 2005 following an assignment to South Korea, where he served as Chief, Plans and Operations Division, U.S. Forces Korea Engineer. He has previously served as Commander, USACE-Albuquerque Division and Project Engineer and Deputy Commander, USACE-Fort Worth District.

Col. Midkiff's previous assignments included: Operations Officer and Executive Officer of the 1st Engineer Battalion, 1st Brigade Combat Team, 1st Infantry Division, Fort Riley, Kan.; Combat Engineer, serving as a Battalion Logistics Officer, Assistant Operations Officer and Company Commander, 101st Airborne Division, Fort Campbell, Ky., where he deployed with the 101st Airborne Division for Operations Desert Shield and Desert Storm from 1990 to 1991; Division Master Planner, 2nd Infantry Division, Republic of Korea; and Platoon Leader and Assistant Operations Officer, Germany.

Col. Midkiff was commissioned as an Engineer Officer in the Army after graduating from Texas A&M University with a degree in agricultural engineering. Col. Midkiff holds a master's degree in environmental management from Murray State University and is a recent graduate of the Army War College.

Terri Nolen
Chief of Engineering Service Branch, COS Program Manager
USACE-Fort Worth District

Terri Nolen is the Chief of Engineering Service Branch, USACE-Fort Worth District, and Fort Worth's COS Program Manager. Nolen has a broad range of experience, with nine years in construction at Fort Bliss, Texas, and Fort Hood, Texas, holding an Administrative Contracting Officer warrant. Prior to being hired for the position of Value Engineering Officer and AE Selection Review Authority for the Southwest Division Office, where she served for two years, Nolen achieved the position of Assistant Area Engineer at Fort Hood. She was hired as USACE-Fort Worth District's Contract Management Section Chief in 1995, and moved to Design Branch as the Civil Design Section Chief in 1998. She was promoted to Chief of the Design Branch (now the Engineering Services Branch) in 2001.

As a Center of Standardization, USACE-Fort Worth District is responsible for the unaccompanied enlisted personnel housing barracks, the Basic Trainee Complex, the Advanced Individual Training Complex, the Warriors in Transition Complex and for warehouse facility types.

Tracey L. Pinson
Director, Office of Small Business Programs
Office of the Secretary of the Army

Tracey L. Pinson became Director, Office of Small Business Programs, Secretary of the Army, in May 1995. Pinson advises the Secretary of the Army and the Army Staff on all small business procurement issues and is responsible for the implementation of the federal acquisition programs designed to assist small businesses. She provides management and oversight for the Army's Mentor-Protégé Program as well as the Historically Black Colleges and Universities and Minority Institutions (HBCU/MI) program, and develops policies and initiatives to enhance HBCU/MI participation in Army-funded programs. One of the top females in the Army's acquisition career field, Pinson is responsible for the integration of small businesses, HBCUs and MIs in acquisition strategies developed at the Army Headquarters.

From 1986 until 1995, Pinson served as Assistant to the Director, Office of Small and Disadvantaged Business Utilization, Office of the Secretary of Defense, while also serving as the program manager of the Department of Defense (DOD) Small Disadvantaged Business Program and the HBCU/MI Program. She developed the implementation strategy for the DOD Mentor-Protégé Program, which resulted in more than 250 participants with a budget allocation as high as $120 million. This program has served as the model mentoring program for all federal government agencies.

Pinson received a bachelor's degree in political science from Howard University and a law degree from Georgetown University Law Center. She is a member in good standing of the Maryland Bar Association.

Maj. Gen. Don T. Riley, P.E., USA
Director of Civil Works
HQ USACE

Maj. Gen. Don T. Riley became Director of Civil Works, USACE, on July 1, 2004. As such, he manages the Army's $5 billion annual Civil Works Program, the nation's primary planner, designer, builder and operator of flood control, navigation, environmental restoration and multiple purpose water resource projects. Civil Works projects also provide hydroelectric power, water supply, recreation, and natural and cultural resource management on 12 million acres of land and water. Additionally, the Civil Works Program regulates construction in navigable waters and dredging and filling in waters of the United States, including wetlands. Civil Works responsibilities also include emergency flood fighting, recovery operations, and providing emergency engineering and public works support in the event of natural or man-made disasters.

As Director, Gen. Riley is also the President of the U.S. Section of the International Navigation Association, President of the USACE Coastal Engineering Research Board and Executive Director of the Inland Waterways User Board.

Gen. Riley became Director of Civil Works following his command of USACE-Mississippi Valley Division (MVD) in Vicksburg, Miss., where he received a presidential appointment as President of the Mississippi River Commission. While there, Gen. Riley oversaw the work of six Engineer Districts that maintained the Mississippi River – the nation's busiest inland waterway and port complex – and its tributaries for navigation, flood control and other purposes from the headwaters in Minnesota to the Gulf of Mexico. Prior to commanding MVD, Gen. Riley was the Deputy Chief of Staff (Engineer) of U.S. Army Europe, headquartered in Heidelberg, Germany.

Gen. Riley is a graduate of the United States Military Academy at West Point. He holds a master's degree in civil engineering from the University of California, Berkeley, and a Master of Military Arts and Sciences degree from the School of Advanced Military Studies.

Maj. Gen. Merdith W. B. Temple, P.E., USA
Director, Military Programs Directorate
HQ USACE

Maj. Gen. Merdith W. B. "Bo" Temple, P.E., is Director of Military Programs, USACE. He is responsible for policy, program and technical functions in the execution of more than $20 billion of design, construction and environmental programs for the Army, Air Force, DOD and federal agencies, and foreign countries.

Prior to his current role, Gen. Temple served as Commander, USACE-North Atlantic Division. Previous assignments include duty as the Theater Engineer (C7), Combined Joint Task Force Seven, Baghdad, Iraq, and Commander of the USACE Transatlantic Programs Center in Winchester, Va. Gen. Temple also served as the Assistant Chief of Staff, Operations (G3), XVIII Airborne Corps, and has commanded both the 20th Engineer Brigade (Combat) (Airborne Corps) and the 307th Engineer Battalion (Combat) (Airborne) at Fort Bragg, N.C. Gen. Temple has also served with the 44th Engineer Battalion, Korea, and with the 307th Engineering Battalion in Saudi Arabia during the Persian Gulf War.

Gen. Temple was commissioned in the Engineer Branch in 1975. He earned a bachelor's degree in civil engineering from the Virginia Military Institute and a master's degree in civil engineering from Texas A&M University. He is also a graduate of the U.S. Army Command and General Staff College and the U.S. Army War College.

Leandra Thompson, DBIA
President
Northstar Project Management LLC

As President of Northstar Project Management LLC, Leandra Thompson, DBIA, provides expertise for public facility owners in design-build acquisition strategies, including: facility programming, RFQ and RFP development, performance and substantiation requirements, managing the design-build competitive process, and facilitative leadership services during design and construction. She has worked in design and construction for 18 years, serving as owner's representative, and brings the unique skill of a design-build criteria consultant to design-build projects.

Thompson earned a master's degree in architecture in design-build management from Washington State University and is the developer and instructor for the SAME Design-Build Workshop for DOD Projects.

Mary Urey
Director of Small Business Office
Brooks City-Base

Mary Urey is the Director of the Small Business Office at Brooks City-Base, San Antonio, Texas.

Urey has held numerous positions during her contracting career, including positions as a contract specialist, contracting officer, procurement analyst, section chief and branch chief. Urey has achieved professional designation in contract management from AFIT, CFCM and Fellow certification from NCMA. Urey is also APDP Level I certified in Program Management, and APDP Level III certified in Contracting.

Urey's educational background includes a Bachelor of Science in business and management from the University of Maryland and a Master of Arts in procurement and acquisition management from Webster University.

Edward R. Watford, PMP
Deputy District Engineer for Project Management
USACE-New Orleans District

As Deputy District Engineer for Project Management (DDEPM), USACE-New Orleans District, a position he has held since February 2007, Edward R. Watford, PMP, is responsible for executing the district's civil works and hurricane protection missions.

Watford began his career with USACE-New Orleans District in the Planning Division. He has since held several supervisory and managerial positions and served in three overseas locations, including Deputy Area Engineer and Resident Engineer in Turkey, Deputy Resident Engineer in Belgium, and Chief, Contract Administration, in the Ministry of Defense and Aviation Resident Office in Saudi Arabia. Following his overseas assignments, Watford became the Assistant Chief of the Programs and Project Management Division and Chief Military Programs and Project Management Branch in the USACE-Savannah District, and was then assigned to USACE-Little Rock District as the DDEPM in 1999.

Watford is a graduate of the Army Management Staff College at the University of Florida.

Maureen Q. Weller
Principal Assistant Responsible for Contracting
Dallas Regional PARC Office, USACE

Maureen Q. Weller was appointed to Principal Assistant Responsible for Contracting in February 2007. In her current position, she is responsible for technical oversight of the contracting program and approval of contract documents for the Northwestern, Pacific Ocean, South Pacific and Southwestern Divisions of USACE. Her oversight of 17 districts within the 4 divisions covers a contracting mission estimated at over $4 billion annually.

Previously, Weller served as a Contracting Officer for USACE-Fort Worth District from 1991-2007.

Weller has spent her entire career with USACE, the last 23 years serving in various positions in the acquisition career field. She holds a bachelor's degree in business administration from the University of Texas at Arlington, has completed all mandatory acquisition training courses and is DAWIA Level III Certified.

US Army Corps of Engineers®

11th Annual Small Business Conference

Professional Development Hour (PDH) Tracking Sheet

Society of SAME American Military Engineers

Use this form to annotate which sessions you attended and track the recommended PDHs you earn.
IMPORTANT: *Each individual is responsible for applying for his or her own PDHs after the conference. SAME cannot guarantee that all boards will accept all PDH credit; please check with your licensing board for more information.*

NAME: _____

Monday, Nov. 5, 2007

EVENT	TIME	PDHs	ATTENDED
Keynote: Lt. Gen. Robert Van Antwerp, P.E., USA Commander, USACE (1:15 p.m.-2:00 p.m.)	1 hour	1 PDH	
Small Business Panel: What Bus to Catch? (3:00 p.m-4:00 p.m.)	1 hour	1 PDH	

Tuesday, Nov. 6, 2007

EVENT	TIME	PDHs	ATTENDED
USACE Support to Stability and Reconstruction in Afghanistan (8.00 a.m.-8:45 a.m.)	1 hour	1 PDH	
Technical Training Sessions: (9:00 a.m.-10:00 a.m.) A. Military Construction (MILCON) Update B: Katrina Two Years Later: Re-Building and Improving the Greater New Orleans Area Hurricane Protection System	1 hour	1 PDH	
Awards Luncheon and Keynote Speaker: (11:30 a.m.-1:30 p.m.) Hon. John Paul Woodley Jr., Assistant Secretary of the Army (Civil Works)	2 hours	1 PDH	
Technical Training Sessions: (2:00 p.m.-3.00 p.m.) C: Military Construction (MILCON) Update D: Katrina Two Years Later: Re-Building and Improving the Greater New Orleans Area Hurricane Protection System	1 hour	1 PDH	

Wednesday, Nov. 7, 2007

EVENT	TIME	PDHs	ATTENDED
Technical Training Sessions: (8:30 a.m.-10:00 a.m.) E: What Happens to Your Proposal After It Is Submitted? F: How do Surety Bond Producers Evaluate Underwriting Programs?"	1.5 hours	1.5 PDH	
Technical Training Sessions: (10:30 a.m.-12:00 p.m.) G: Do You Really Understand Design-Build Procurements? H: Do You Team or Joint Venture to Win?	1.5 hours	1.5 PDH	

TOTAL PDH CREDIT: _____

"I hereby certify that I attended the above indicated sessions and qualify for PDH credit"

_____
signature and date

Panel content and PDH credit has been verified by:

Robert D. Wolff

Dr. Robert D. Wolff, P.E., F.SAME
Executive Director
Society of American Military Engineers

EXHIBITORS BY COMPANY *(in alphabetical order)*

47 Allied Industries Inc.
17 Alutiiq LLC
55 AMEC Earth & Environmental
48 ARCADIS
64 ASW Associates Inc.
40 Bay West Inc.
44 Bryan Construction Inc.
33 CAPE Inc.
9 Cart-Away Concrete Systems Inc.
7 Carter & Burgess Inc.
38 Cavanagh Services Group Inc.
56 Centennial Contractors Enterprises Inc.
10 CeraTech Inc.
31 CH2M HILL
43 Columbia Technologies LLC
27 Continental Mapping Consultants Inc.
23 CTI and Assoc. Inc.
53 Custom Mechanical Systems Corp.
32 Dougherty Sprague Environmental Inc.
51 Earth Tech
13 ECOR Solutions Inc.
8 Empirical Laboratories LLC
42 EMR Inc.
39 Eyak Technology LLC
49 Fluor Government Group
3 Hanson Professional Services Inc.
11 HDR Inc.
58 HNTB Federal Services Corp.
16 Institute of Construction Management & Technology
52 J.M. Waller Assoc. Inc.
20 J2 Engineering Inc.
1 JFNew
28 KBR Inc.
5 KEMRON Environmental Services Inc.
25 KIRA Inc.
57 LJB Inc.
46 MACTEC Inc.
62 Mason & Hanger
60 MWH
61 NISH
6 OILES America Corp.
21 Parsons Corp.
24 Pond & Company
26 PPM Consultants Inc.
54 Prime Engineering & Architecture Inc.
30 PRO Barrier Engineering LLC
65 Project Time & Cost Inc.
59 S&A Environmental Consultants LLC
19 SAIC
50 Safety and Ecology Corp.
37 Stanley Consultants Inc.
18 Test America
41 The Barbour Group LLC
34 The Conti Group
4 The Shaw Group Inc.
36 The Warrior Group Inc.
22 TolTest Inc.
63 Trace Analytical Laboratories Inc.
12 Truline
45 Vanguard Contractors
2 Washington Group International
14 WBE Dorcas Inc.
15 Weston Solutions Inc.
35 Williams Scotsman Inc.
29 Woolpert Inc.
66 ZapataEngineering

EXHIBITORS BY BOOTH

1 JFNew
2 Washington Group International
3 Hanson Professional Services Inc.
4 The Shaw Group Inc.
5 KEMRON Environmental Services Inc.
6 OILES America Corp.
7 Carter & Burgess Inc.
8 Empirical Laboratories LLC
9 Cart-Away Concrete Systems Inc.
10 CeraTech Inc.
11 HDR Inc.
12 Truline
13 ECOR Solutions Inc.
14 WBE Dorcas Inc.
15 Weston Solutions Inc.
16 Institute of Construction Management & Technology
17 Alutiiq LLC
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30 PRO Barrier Engineering LLC
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34 The Conti Group
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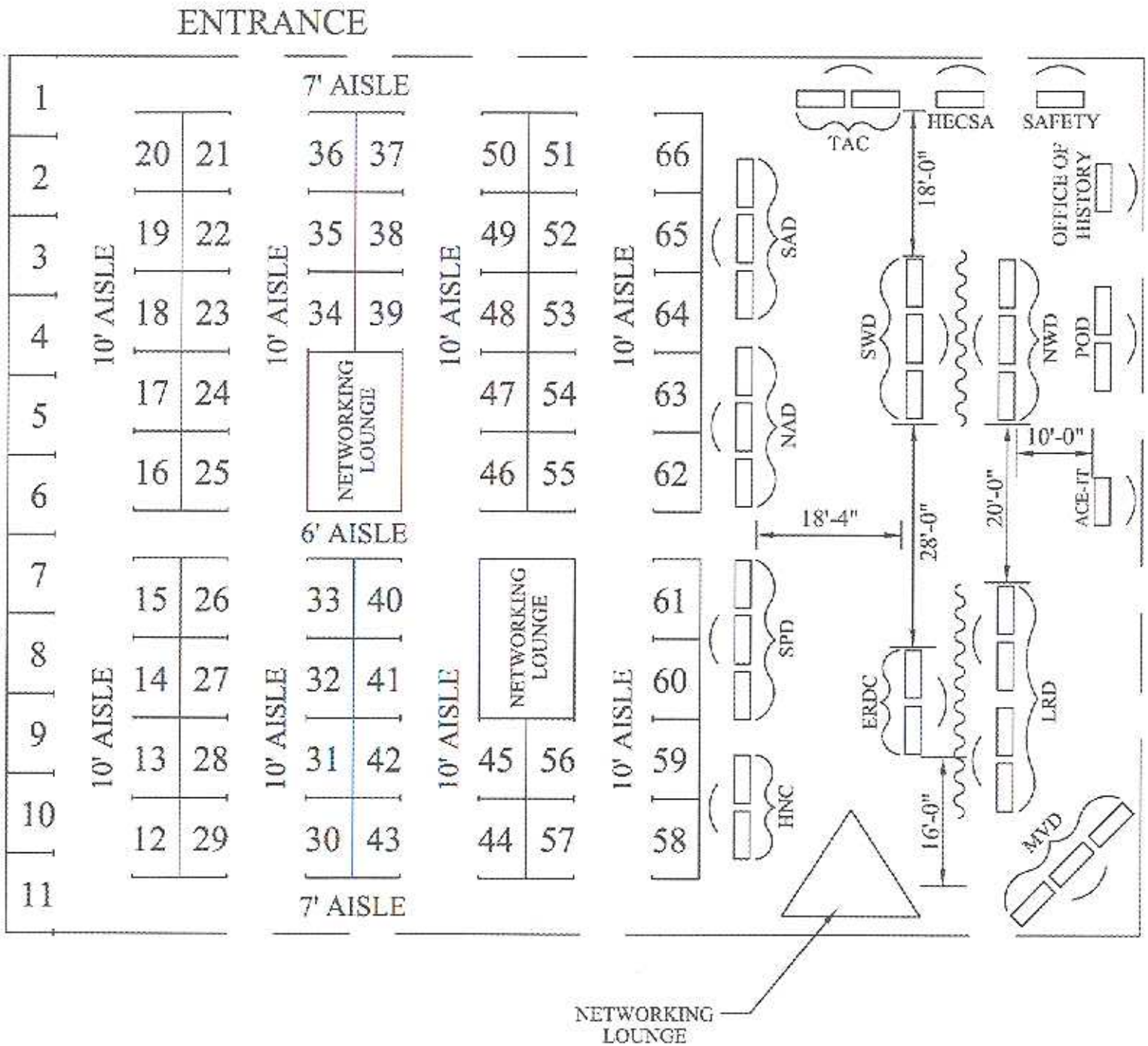
66 ZapataEngineering


ENTRANCE
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10' AISLE
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ERDC
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MVD
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18'-4"
28'-0"
20'-0"
10'-0"
16'-0"

Notes

SAVE THE DATE NEXT YEAR...

for the

12th Annual USACE Small Business Conference

When: **Dec. 8-10, 2008**

Visit www.usacesbfconf.org for more details as they become available.

2008 SAME

Future Work and Industry Partnering Symposium

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Partnering Towards Greatness

Hosted by the
Arkansas and Tulsa Posts
April 8-10, 2008
Tulsa, Oklahoma

Society of SAME American Military Engineers

The SAME Mission

"To promote and facilitate engineering support for national security by developing and enhancing relationships and competencies among uniformed services, public and private sector engineers, and related professionals."

The SAME Vision

"To be a premier global engineering organization leading the professional and personal growth of all members in support of military readiness and development of solutions to national security challenges."

The SAME Values

Integrity: Unwavering commitment to always do what is right, regardless of consequences.

Patriotism: Support our National ideals and take pride in our country.

Public Service: Recognize the critical contribution that public servants play in supporting the economic and environmental needs of the Nation.

National Security: Recognize the dedication of our National Security team comprised of uniform services, civil service and contractors in defending freedom.

Technical Competence: Deliver high-quality solutions.

Excellence: Strive for the highest standards of performance in all actions, both personal and professional.

Environmental Stewardship: Preserve, protect, conserve and restore our National resources through sustainable development.

Sponsors

This year's conference would not be possible without the generous donations from our sponsors including time, money, resources and beyond. Thank you very much to each of you for your commitment to this program and the communities we all serve.

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Mike Mathis

Senior Project Manager, Water Resources Planner

Mike has over 29 years experience in water resource issues including responsibilities as a high-level water resources professional, recently retiring from the State of Oklahoma's Oklahoma Water Resources Board. Mike possesses an extensive understanding of resource planning, water supply, water rights administration, floodplain management, weather modification, environmental resources, project financing, and many other issues related to water initiatives. His experience, understanding and knowledge of the water resources landscape extends from interstate compact implications; to interaction of federal, state, tribal, municipal and rural water jurisdictions; to local, state and national organizations; to the individual water user citizenry.

Mike has extensive experience interacting with members of Congress, State Legislators, Interstate Compact Commissions and their respective staffs. His educational background provides a unique perspective to water resources planning issues from an atmospheric and climatological viewpoint, especially important during the current global climate change discussion and its potential implications to water resources planning and management.

Susan Litherland

Vice President and Manager, Weston Solutions Southern Division

Susan has been with Weston Solutions, Inc. since 1988. She is a Vice President and the Manager of the Southern Division of Weston Solutions.

During the 20 years she has been with Weston, she has directed projects involving the management of industrial and hazardous wastes, site investigations (SIs), permitting, feasibility studies (FSs), treatability studies, conceptual design, and remediation. Other areas of competence includes technical discipline oversight specialist; federal, state, and local laws and regulations compliance; remedial investigation/ feasibility study (RI/FS) design and implementation under the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (Superfund) (CERCLA); conceptual design of alternatives; Resource Conservation and Recovery Act (RCRA) facility investigations (RFIs); RCRA corrective action program implementation; risk-based closures; site remediation, including in situ biodegradation (aerobic and anaerobic), natural attenuation, stabilization, barrier walls, slurry wall capping, and waste removal; public relations activities associated with CERCLA RI/FS programs; permitting; environmental assessments (EAs); agency negotiations; and hazardous waste project management.

She received a BS in Chemical Engineering from University of Texas in 1980. She is a Registered Professional Engineer (P.E.) in the States of Arkansas, Louisiana; Oklahoma; South Carolina; Texas; and New Mexico.

The Society of SAME American Military Engineers

Partnering Towards Greatness

Dear Friends,

For the last three years, the Society of American Military En-gineers, Tulsa and Arkansas Posts' Future Work and Industry Partnering Symposium has attracted professionals from the Small Busi-ness community, larger business sponsors and mentors, and top pro-fessionals in all fields of scientific, technology, engineering and math related endeavors.

On behalf of the Society of American Military Engineers, Tulsa and Arkansas Posts, I want to take this opportunity to thank you for participating in the 3rd Annual SAME Small Business Future Work Symposium.

This year's conference theme is "Partnering Toward Greatness." SAME realizes the criticality of small businesses; veteran owned, women owned and minority owned, to the outstanding contributions to the community, state and nation.

All of our future successes depend on our ability to draw on a variety of skills from a diverse group. I hope that you will take full advantage of the next three days to learn all you can from the speakers, attendees, and business representatives who will be here. Your active participation is vital to all of us going from good to great and "Partnering Toward Greatness."

I wish you a productive and very rewarding conference.

Sincerely,

COL Anthony C. Funkhouser, P.E.
President, Tulsa Post
Society of American Military Engineers

AGENDA

Tuesday, April 8, 2008

1130 Registration - Scholarship Golf Tournament
Cherokee Hills Golf Club - Tulsa

1300 Tee Time

1700 Icebreaker and Hamburgers Immediately Following Round

Wednesday, April 9, 2008

0700 - 0800 Registration & Breakfast
Convention Desk - Conference Area Lobby

0800 - 0815 Welcome
Salon V
- COL Billy G. Tollison
  Deputy Commander, USACE Southwestern Division
- COL Anthony Funkhouser
  Commander, USACE Tulsa District, President SAME Tulsa Post

0815 - 0830 Presentation of Colors, Pledge of Allegiance and Invocation
Salon V
- COL Anthony Funkhouser
  Commander, USACE Tulsa District, President SAME Tulsa Post
- Will Rogers High School ROTC

0830 - 0915 Keynote Speaker
Salon V
- COL Billy G. Tollison
  Deputy Commander, USACE Southwestern Division

0915 - 1030 Symposium Participants' One-Minute Infomercials
Salon V

1030 - 1045 Break - Exhibitor Area

1045 - 1130 Tulsa USACE District Address - Future Work and Contracting
Salon V
- COL Anthony Funkhouser
  Commander, USACE Tulsa District, President SAME Tulsa Post

1130 - 1200 Networking
Salon V - Exhibitor Area

1200 - 1300 Lunch - Speakers Panel - Regional USACE District Future Work
Madrid Ballroom
- Colonel Midkiff, Commander, USACE Louisville District
- Major Michael Fitzgerald, Deputy Commander, USACE Kansas City District

Certificate of Completion

Presented By
Society of American Military Engineers
Tulsa and Arkansas Posts

This certifies that

_____

was in attendance at the Tulsa SAME Small Business Symposium on April 9-10, 2008 at the Renaissance Hotel in Tulsa, Oklahoma.

This program covered technical issues relevant to the engineering profession as outlined below.

- MILCON Future Work
- Success Stories – How We Did It
- MILCON Contracting Opportunities
- Federal Water Resources Development Act (WRDA)
- Proposal Evaluation and Debriefing

PDH Credits: 4.0 PDH's

COL Anthony C. Funkhouser, P.E.
President, Tulsa Post
Society of American Military Engineers

John Roberts, PE

Deputy District Engineer for Programs and Project Management, US Army Corps of Engineers, Tulsa District

John H. Roberts is Deputy District Engineer for Programs and Project Management, Tulsa District, U.S. Army Corps of Engineers. He is responsible for the management of the District's civil works, military construction, and environmental restoration programs.

The Army Engineer Association awarded Mr. Roberts the Bronze Order of the de Fleury Medal in 2001. The U.S. Army Corps of Engineers also honored Mr. Roberts as Civilian of the Year for 1993. In the same year, the Federal Executive Association of Tulsa recognized him as Employee of the Year in the managerial category and the Tulsa Chapter of the Oklahoma Society of Professional Engineers named Mr. Roberts Outstanding Engineer in Management. He has also been honored as the Tulsa District Engineer of the Year in 1986 and received the Southwestern Division Engineering Excellence Award in 1991. He received the Department of the Army Meritorious Civilian Service Award in 1992.

Before coming to Tulsa District, Mr. Roberts was assigned to Little Rock District, and he has been a Corps employee since 1973. Previous Tulsa District assignments included Chief, Geotechnical Branch in Engineering and Construction Division, and Chief, Environmental Branch in Programs and Project Management Division.

He is a Registered Professional Engineer in the State of Oklahoma, and he holds M.S. and B.S. degrees in civil engineering from the University of Arkansas.

Shirley J. Bruce

Project Manager, Programs & Project Management Division (PPMD), Deputy for Small Business. USACE, Little Rock District

Ms. Shirley Jean Bruce has the unique position of serving as a Project Manager in Programs & Project Management Division (PPMD) and the Deputy for Small Business. As a civil engineer, she utilizes her engineering skills and experience to ensure that all projects are resourced, scheduled, implemented and completed in accordance with the Project Management Business Process. Her projects include a mixture of Military Construction (MILCON), Operations and Maintenance (O&M), Customer Sponsored and Civil Works. Ms. Bruce's knowledge and implementation of the Little Rock District's A-E requirements are second to none. A-E contracts are efficiently procured, fair and reasonable to all parties involved and meet the requirements of the District's needs. As the Deputy for Small Business for the Little Rock Corps of Engineers, Ms. Bruce has excelled beyond the marks of the normal duties and accomplishments of such a deputy. Through her efforts the Little Rock District not only met, it exceeded the small business goals.

Ms. Bruce coordinates frequently with Contracting Officers and Specialists, keeping them informed of changes in the Federal Acquisition Regulation (FAR). Her efforts in facilitating four Partnering Sessions with small businesses, including 8(a) firms, and large contractors have resulted in higher quality products. Ms. Bruce is an active worker in the contracting activities. She provides behind-the-scenes support to many contract actions.

Ms. Bruce's accomplishments truly exemplify the highest traditions of the U.S. Army Corps of Engineers. Her commitment and dedication to the small business program has earned her the respect of her peers within the District and the business community. The leadership and staff of the Little Rock District take great pleasure in having such a vital and effective team member. She is truly a leader in every sense of the word.

1300 - 1400 Breakout Sessions
A. Proposal Evaluation & Debriefing
Salon V
Yolane Hartsfield, Deputy for Small Business - USACE, Tulsa District
Shirley Bruce, Deputy for Small Business - USACE, Little Rock District
B. Oklahoma Small Business Minority Centers - "Do You Team or Venture?"
Salon VII
- Mike Cure, Director, OK Small Business Development Center - Rose State College

1400 - 1500 Networking - "Speed Dating"
Madrid Ballroom

1500 - 1600 Breakout Sessions
A. MILCON Future Work Discussion
Salon V
- Patrick Beard, Project Manager - USACE, Tulsa District

B. Proposal Evaluation & Debriefing
Salon VII
Yolane Hartsfield - Deputy for Small Business - USACE, Tulsa District
Shirley Bruce - Deputy for Small Business - USACE, Little Rock District

1600 - 1645 Little Rock USACE District Address - Future Work and Contracting
Salon V
- COL Donald E. Jackson, Commander, USACE, Little Rock District

1645 - 1700 Closing Day Remarks
Salon V
- COL Anthony Funkhouser
Commander, USACE Tulsa District, President SAME Tulsa Post

1715 - 1830 Networking and Hors d'oeuvres
Salon V - Exhibitor Area

Thursday, April 10, 2008

0730 - 0830 Registration and Networking and Welcome
Salon V - Exhibitor Area
- LTC Donald L. Balch, Deputy Commander - USACE, Little Rock District

0830 - 0930 Federal Water Resource Development Act (WRDA) Panel
Salon V
- John Roberts, Deputy District Engineer for Programs and Project Management - USACE, Tulsa District
- Gaylon Pinc, Environmental Program Manager, Program Management Group, LLC
- Mike Mathis, Senior Project Manager, C. H. Guernsey & Company

0930 - 1100 Success Stories Panel - "How We Did It"
Salon V
- Jennifer Fogg, President & CEO, Asset Group
- Susan Litherland, Southern Division Manager, Weston Solutions, Inc.
- Cheryl Cohenour, President, Cherokee CRC

1100 - 1115 Closing Remarks
Salon V
- LTC Donald L. Balch, Deputy Commander - USACE, Little Rock District

Colonel Billy G. Tollison

Deputy Commander, US Army Corps of Engineers, SW Division

Colonel Billy Tollison became the Deputy Commander, Southwestern Division headquartered in Dallas, Texas, on September 17, 2007. His previous assignment was the Chief of Staff, Gulf Region Division (GRD) located in Baghdad, Iraq.

Colonel Tollison's previous assignments include: Brigade Executive Officer, 3rd Basic Combat Training Brigade, Fort Leonard Wood, MO from July 2005 to April 2006 where he was responsible for providing the Administrative, Operational, and Logistical support for the rapidly changing BCT Program of Instruction (POI) which provided the Army with over 12,000 values-based and combat-ready Soldiers annually; Chief, Construction and Development Cell, Economic Effects Division, Multi-National Force-Iraq from July 2004 to June 2005, where he assumed responsibility for developing the common reconstruction project picture for all projects in Iraq and provided the economic effects and benefits of reconstruction projects to the MNF-I and U.S. Embassy.

Prior to that, he served as Director, Counter Explosive Hazards Center from 2003 - 2004; Commander, Fort Leonard Wood Training Support Battalion from 2001 - 2003; Chief of Staff, U.S. Army Engineer School from 2000-2001; Executive Officer, 554th Engineer Battalion from 1998-2000; Associate Professor of Mathematics, U.S. Military Academy from 1994-1997; and Commander, A Company, 23rd Engineer Battalion from 1990-1992.

Colonel Tollison graduated from East Central University of Oklahoma in 1984 with a Bachelor's Degree in Mathematics. He earned a Master's Degree in Applied Mathematics from Rensselaer Polytechnic Institute of New York in 1994. His military education includes the Engineer Officers Basic and Advanced Courses, Combined Arms Services Staff School, and the US Army Command and General Staff College.

He was born in Fort Hood, TX, and is married with four sons, two grandsons, and one granddaughter.

Colonel Anthony Funkhouser

Commander, USACE Tulsa District, President SAME Tulsa Post

Colonel Anthony C. Funkhouser assumed duties as Commander of the Tulsa Engineer District on 29 June 2007. He was commissioned as a Second Lieutenant in the United States Army Corps of Engineers in 1985 from the United States Military Academy at West Point, NY with a BS degree in Civil Engineering. He holds a MS degree in Engineering Management from the University of Missouri-Rolla; a Military Art and Science from the United States Army Command and General Staff College and a Master of Strategic Studies from the United States Army War College. Colonel Funkhouser's previous assignments include service as: Chief of Staff, US Army Engineer School, Fort Leonard Wood, MO; Commander, 5th Engineer Battalion (Operation Iraqi Freedom I); Battalion Executive Officer, 91st Engineer Battalion and Brigade Executive Officer, 1st Cavalry Division; Observer/Controller at the National Training Center at Fort Irwin, CA; Regimental Engineer, 11th Armored Cavalry Regiment at Fort Irwin, CA; Executive Assistant to the Commanding General, III Corps and Fort Hood, TX; Small Group Instructor at Fort Leonard Wood, MO; Commander of D Company and B Company, 8th Engineer Battalion, 1st Cavalry Division; and Assistant Division Engineer, 1st Cavalry Division (Desert Shield/Desert Storm), Fort Hood, TX. Colonel Funkhouser's awards and decorations include the Bronze Star Medal with Valor Device, Meritorious Service Medal with five oak leaf clusters, Army Commendation Medal with five oak leaf clusters, the Army Achievement Medal with five oak leaf clusters, the Combat Action Badge, the Bronze Order of the DeFleury and the Order of Saint Barbara Medallion and other military awards. He is a licensed Professional Engineer in the state of Virginia. Colonel Funkhouser and his wife, Michelle, have three children: Anthony Jr.., Andrew and Megan.

Patrick S. Beard

Project Manager, US Army Corps of Engineers, Tulsa District

Patrick Beard started working for USACE Tulsa District in May of 1995 to May 1999. As a COOP engineer he worked in multiple offices within Engineering & Construction He also served as a Technical Manager for Underground Storage Tank (UST) Removal for various Formerly Used Defense sites within Tulsa Districts AOR; and as a drafter and designer in Military design section on multiple Army and Air Force projects. Patrick graduated May 1999 with a BS in Mechanical Engineering from The University of Tulsa at which time he was on rotational assignment as a project engineer at Altus Air Force base and Tinker Air Force base, responsible for the oversight and management of various construction projects ongoing at the installations.

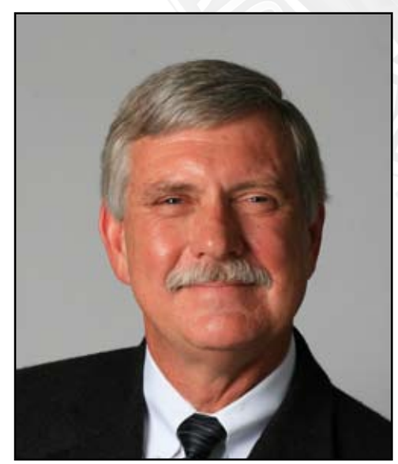
From July 2000 - July 2005 he was assigned to the Tulsa Resident Office, Engineering & Construction Division. Patrick served as a lead Project Engineer on assigned contracts administered by the Resident Office, to include two major civil works spillway renovation jobs, U.S. Army Reserve Centers construction, local protection projects, erosion repair and multiple civil O&M projects within the Tulsa District,.

During the same time frame he also served on the Tulsa District emergency response team for Power. Patrick responded to multiple disasters to include Tropical Storm Allison - Houston Medical Complex, Oklahoma Ice Storms, Hurricane Ivan, and he recently served as the XO for EFO west during Hurricane Rita clean up. September – November 2002 he deployed with the Tulsa District FEST-A team to Djibouti, Africa as an engineering planner for the master plan development of Camp Lemonier. In March – June 2003 he deployed to Kuwait / Iraq to serve as the battle captain for Task Force RIO.

July 2005 - July 2007 Patrick served as the project manager (PM) for McAlester Army Ammunition Plant, OK and the Assistant PM for FT. Sill, OK. July 2007 through January 2008 he served as the PM for Tinker AFB and Pantex DOE. Currently he is assigned to Programs and Project Management Division as a military project manager for Sheppard, Altus and Vance AFB.

Gaylon Pinc, PE

Environmental Program Manager, Program Management Group



Gaylon Pinc is the Environmental Program Manager at Program Management Group (PMg) of Tulsa, and for nearly 31 years before that he was the Manager of Environmental and Engineering Services for the Indian Nations Council of Governments in Tulsa. Gaylon earned a BS in Civil Engineering and a MS in Bioenvironmental Engineering from Okla. State Univ. Gaylon is a registered professional engineer in Oklahoma, Kansas and Arkansas. Gaylon is Past-President of the Oklahoma Society of Professional Engineers, Tulsa Engineering Foundation and the Tulsa Downtown Lions Club. Gaylon was INCOG's project manager for the Phase I and Phase II portions of the Arkansas River Corridor Master Plan adopted in 2006. He joined PMg to be Tulsa County's representative in the current Phase III Corridor study, a continuing partnership between Tulsa County and the Corps of Engineers.

Yolane Hartsfield

Deputy for Small Business, US Army Corps of Engineers, Tulsa District

Yolane Hartsfield serves the Tulsa District, USACE, as the Deputy for Small Business and Chief of the Small Business Office since being appointed in December 1999. Prior to that appointment she served the District as a Technical Manager then Project Manager for Military and Civil Environmental Projects from 1992 to 1999. Ms. Hartsfield joined the Tulsa District in 1992 after serving for three years as the McAlester Army Ammunition Senior Chemist working on environmental, manufacturing, and explosives' projects.

Prior to her service, Ms. Hartsfield was active in the oil and gas industry in West Texas through her oil and gas exploration and production corporation.

Ms. Hartsfield has a Bachelor of Science degree in Chemistry and two Masters of Science degrees, one in Civil Engineering and one in Environmental Engineering from Oklahoma State University. Ms. Hartsfield and her husband have two grown daughters and currently spend their free time raising cattle and operating a ranch in southeast Oklahoma. Ms. Hartsfield is an Oklahoma certified firefighter and nationally certified emergency medical technician.

Cheryl R. Cohenour

President, Cherokee CRC, LLC

Cheryl R. Cohenour is the President of Cherokee CRC, LLC , (CCRC). Mrs. Cohenour is a Certified Hazardous Materials Manager (CHMM), Registered Environmental Professional (REP), and Underground Storage Tank (UST) Professional and a licensed well driller in the State of Oklahoma.

Cheryl's has owned and operated a small business for the past 20 years, most recently forming Cherokee CRC, LLC, a tribally-owned 8(a) small disadvantaged business certified thru the Small Business Association as well as HUBZone certified. CCRC merged with CRC & Associates, Inc. and they continue to specialize in environmental consulting, environmental drilling, aviation, construction management, program management and more.

She has been profiled in the "Women Who Mean Business: publication by A. Mikaelian. William Morrow and Company, Inc., New York, and featured in the "Oklahoma Business Monthly: in July 2000 on the cover and in the "Small Business in Big Business" article. She was identified as the "Minority Business Person of the Year" in 2000 by the Metropolitan Tulsa Chamber of Commerce and USDA, ARS Small Business Contractor of the year in 1999. She served on the Oklahoma Department of Environmental Quality Board (1993-2001) and led the successful initiative to develop environmental license plates for the state, and helped promulgate state rules & regulations. She has also served on the Cherokee Nation's Environmental Protection Commission (2004-2005).

Colonel Donald E. Jackson

Commander, US Army Corps of Engineers, Little Rock

Colonel Donald E. Jackson, Jr. assumed duties as District Engineer and Commander, Little Rock District on June 28, 2007. Previously Colonel Jackson was commissioned into the U.S. Army Corps of Engineers in 1986 from Clemson University. He holds a Bachelor of Science degree in Building Science and Management from Clemson University and a Master of Business Administration from Webster University. His military education includes the Engineer Officer Basic and Advanced Courses, Combined Arms Services and Staff School, Command and General Staff College, Sapper Leader Course, Airborne, Air Assault, and Ranger Schools. Colonel Jackson recently graduated from the U.S. Army War College at Carlisle Barracks, Pennsylvania.

Colonel Jackson's troop assignments include Platoon Leader, Executive Officer, and Assistant Brigade Engineer in the 41st Engineer Battalion, 10th Mountain Division (Light), Fort Drum, New York; Commander, B Company, 5th Engineer Battalion (Corps) (Mechanized), Fort Leonard Wood, Missouri; Battalion S-3 and Executive Officer in the 4th Engineer Battalion, 4th Infantry Division (Mechanized), Fort Carson, Colorado; and Commander, 54th Engineer Battalion (Corps) (Mechanized), serving as its wartime commander during a year-long deployment in support of Operation Iraqi Freedom (OIF).

His awards and decorations include the Bronze Star Medal, Defense Meritorious Service Medal, Meritorious Service Medal, the Army Commendation Medal with Valor Device, the Army Achievement Medal, the Military Outstanding Volunteer Service Medal, the Presidential Unit Citation, the Joint Meritorious Unit Award, the Bronze Order of the DeFleury Medal, the German Armed Forces Efficiency Badge-Gold, Parachutist Badge, Air Assault Badge, Army Staff Identification Badge, Ranger Tab, Sapper Tab and the Combat Action Badge.

Colonel Jackson is married to his wife Lynne, and they are the proud parents of two daughters and one son; Amanda, Natalie and Jonathan.

Colonel Raymond G. Midkiff

Commander, US Army Corps of Engineers, Louisville

Colonel Raymond (Ray) G. Midkiff was commissioned as an Engineer Officer in the United States Army after graduating from Texas A&M University in 1981 with a degree in Agricultural Engineering. Colonel Midkiff completed his graduate studies at Murray State University, Murray, KY, receiving a Masters of Science degree in Environmental Management in 1992, and a recent graduate of the Army War College.

Colonel Midkiff assumed Command of the Louisville District, US Army Corps of Engineers, in 2005.

His military decorations and badges include the Bronze Star Medal, Defense Meritorious Service Medal, the Army Meritorious Service Medal, and the Airborne and Air Assault Badges. Colonel Midkiff was born in Dayton, OH and raised in Texas.

Lieutenant Colonel Donald Balch

Deputy District Commander, US Army Corps of Engineers, Little Rock

LTC Balch is currently serving as the Deputy District Commander for the Little Rock District, U.S. Army Corps of Engineers. He graduated from Norwich University with a Bachelors of Science in Civil Engineering. LTC Balch has served as a U.S. Army Officer for over 20 years in the U.S. Army Corps of Engineers branch.

As the Deputy District Engineer for Project Management he has the responsibility for executing the District's Civil Works, Military, and Support for Others programs. In addition he administers and supervises the functions of the Programs and Project Management Division. Responsibility is focused on mission accomplishment, project execution and customer care.

LTC Balch has traveled or worked in over sixty-five countries. He is an active member of the Society of American Military Engineers. In the past four years, he has added golf to his list of numerous hobbies. He is married to Isobel Johnson and has two children, Maxwell and James.

Major Michael F. Fitzgerald

Deputy Commander, US Army Corps of Engineers, Kansas City District

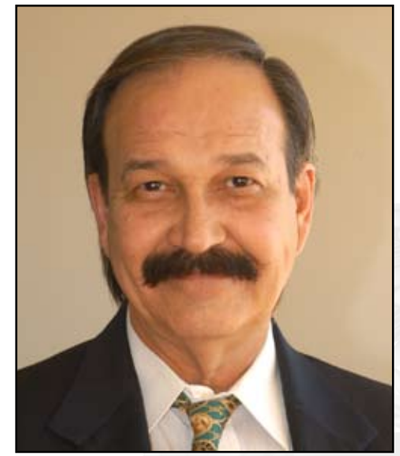
MAJ(P) Michael F. Fitzgerald has served in the U.S. Army for over 16 years. He is a graduate of the United States Military Academy as well as the U.S. Army Command & General Staff College. Major Fitzgerald has a BS degree in Civil Engineering from the U.S. Military Academy, a MS degree in Engineering Management from the University of Missouri-Rolla and is a licensed Professional Engineer in Missouri.

Major Fitzgerald's assignments have included the 588th Engineer Battalion (Mechanized) at Fort Polk, Louisiana and Ft. Hood, Texas. His tour included three rotations at the National Training Center (NTC). He was assigned to the 44th Engineer Battalion (Mechanized) in South Korea. He spent one year as the Assistant Brigade Engineer (ABE) on the 1st Brigade, 2nd Infantry Division staff. He also commanded Alpha Company. He worked at Devens, Massachusetts for 3rd Brigade/78th Division (Training Support) supporting and assisting U.S. Army Reserve and National Guard engineer units in New England. He was assigned to the New England District of the U.S. Army Corps of Engineers in Concord, Massachusetts and spent 9 months detailed to the Europe District as the USACE LNO to V Corps planning and participating in the invasion into Iraq. He then went to Ft. Benning Georgia to the 36th Engineer Group where he served as the S3 and Design Management Chief during an OIF III deployment. In June 2006 he was assigned as the XO of the 11th EN BN in charge of reactivating that unit at Ft. Benning. He is currently the Deputy Commander of the U.S. Army Corps of Engineers, Kansas City District.

Major Fitzgerald and his wife Donna have three children – Thomas, David and Jack.

Mike Cure

Director, Oklahoma Small Business Development Center
Rose State College, Oklahoma City



Mike Cure is a native born Texan, but an adopted Oklahoman. His background is in construction, spending 13 years with H.B. Zachry Construction Company of San Antonio in Industrial, Petro-Chem and Power Generation. He was field engineer for Westinghouse Sturtevant Division in Boston, Massachusetts for four years before returning to Texas as General Foreman for the Zachry Construction Industrial Division. Mike also tried business ownership as one of three partners in the Smith Brothers Log homes.

Mike holds memberships in the Air Force Association, the State Chamber of Commerce Small Business Council, the Midwest City Chamber of Commerce and Choctaw Chamber of Commerce. He is also a member and past officer of the Professional and Administrative Staff Association (PASA) at Rose State College and past member of the Aerospace Machinist Union. Mike is a member of the Rose State College Small Business Endowment and the AeroEOC Advisory Committee and the Tinker and the Primes Conference. Other organizations Mike has served include the Oklahoma Consortium for Minority Business Development and the Steering Committee for the Oklahoma Minority Business Breakfast. He has also been a consultant for Junior Achievement of Oklahoma.

Mike has been married for 28 years to his wife Nancy and have one son.

Jennifer Fogg

President & CEO, Asset Group, Inc.

Jennifer Fogg is President & Chief Operating Officer for ASSET Group, Inc. and is directly responsible for planning and execution of all business development and administrative initiatives.

Jennifer's dynamic approach to business development and ability to understand market opportunities have lead to the company's core focus in working with federal and DoD agencies. Over her ten year career, Jennifer has overseen more than $300 million in construction and environmental contracts and won more than $4 billion in contract capacity.

She is Founder and Past Chair of the Society of American Military Engineers' (SAME) National Small Business Council and has been a member of SAME's Senior Executive Group since 2005.

APPENDIX E

SAMPLE
“SAVE THE DATE”
FLYERS

The Society of SAME American Military Engineers

The Tulsa & Little Rock Posts

Cordially Invite you to attend the

Tulsa / Little Rock Future Work & Small Business Symposium

April 4 -6, 2006

Join us and learn how to do business with and submit a winning proposal to the US Army Corps of Engineers. Learn about upcoming contract opportunities and meet key contacts at the represented USACE Districts. There will be networking opportunities for Small Businesses, Large Businesses and Government Agencies and a great time for all.

Golf Scholarship Tournament

Tuesday, April 4th, 2006
Cherokee Hills Golf Club - Catoosa, OK
Shotgun Start – 12:00 p.m. Dinner after Tournament
Cost: $75 per person for golf tournament (includes dinner)
Sponsorships Available

Future Work & Small Business Symposium

Wednesday and Thursday, April 5th & 6th, 2006
Renaissance Hotel - 71st Street & Highway 169, Tulsa, OK

Speakers include:

Colonel Miroslav Kurka – Tulsa District (confirmed)
Colonel Wally Z. Walters – Little Rock District (confirmed)
Colonel John R. Minahan – Fort Worth District (invited)
Colonel Michael A. Rossi – Kansas City District (invited)
Ms. Judith W. Blake – Chief, Small Business Office USACE HQ

Early Registration $125/person
Late Registration (after 3/17/06) $150/person
8-foot draped Table Tops are Available
PDH can be earned

For Conference Information

Shannon Hudson at: *sdhudson@mactec.com* or 918-835-2545

Renaissance Hotel Room Registration

Corporate Rate (SAME) : $144/night
Government Rate (WESTON) : $66/night
918-307-2600 or toll free @ 1-800-264-0165

Save the Date

2008 SAME

Future Work and Industry Partnering Symposium

US Army Corps of Engineers.

Partnering Towards Greatness

April 8
Scholarship Golf Tournament

April 9-10
Conference

Renaissance Hotel – Tulsa, Oklahoma
Hosted by the Tulsa & Arkansas Posts
For more information, visit http://posts.same.org/tulsa

Society of SAME American Military Engineers