

BUSINESS MEAL APPROVAL FORM

Official business meals must involve substantial and bona fide business discussions and must be recommended for payment by the department head and approved by the Office of the Controller. Please plan ahead and incorporate any meals that are necessary into the meeting agenda.

*Please note that alcoholic beverages cannot be charged to any University funds.

Date 7/13/2018
Prepared By Lori Conerly
Requested By Sallie Keller
Vendor La Prima Catering
Fund Number ~~477477~~ 876852
Meal Start Time 2:00pm
Meal End Time 5:00pm
Estimated Cost \$3500

Location VTRC, 900 N. Glebe Road, Arlington, VA 22203
Meeting Title DSPG Symposium 2018
Start Time 1:00pm End Time 5:00pm Meeting Date August 9, 2018

Justification of
Business Meal

The DSPG Symposium reception allows students and fellows to present their final projects to business leaders outside of the university for the purpose of student interaction and/or future contributions to programs.

The purpose of business meals are to provide food/beverage during a meeting to allow business affairs to continue uninterrupted. This interpretation has been indicated with the policy offices of both the Department of Health & Human Services (DHHS) and the National Science Foundation (NSF). When a meeting is interrupted to physically travel to a restaurant, the meal is no longer considered by these agencies to be business in nature. Such activity is considered to be an entertainment cost and not an appropriate charge to public funds.

Where a consultant is involved and would be eligible for reimbursement under the terms of the agreement for services, the meal of the consultant normally will be allowable, regardless of whether or not it is a business meal.

Participants and Affiliations

| | | | |
|---|-----------------------------------|----|---------|
| 1 | <u>SDAL staff (10)</u> | 6 | <u></u> |
| 2 | <u>DSPG Students/Fellows (18)</u> | 7 | <u></u> |
| 3 | <u>Guests (120)</u> | 8 | <u></u> |
| 4 | <u></u> | 9 | <u></u> |
| 5 | <u></u> | 10 | <u></u> |

Allowable business meal functions cannot consist entirely of university employees from one department or college and they normally include non-Virginia Tech employees.

All business meals must be pre-approved by the Biocomplexity Institute of Virginia Tech's Director of Financial Services

bi.vt.edu

BM
7/13/18

JUL 12 PM 4:20



VA Tech Reception
Thursday, August 09, 2018
1:00 pm to 5:00 pm

Selected Menu for 130 Guests

Ordered By:

Lori Conerly
Virginia Tech
Phone: 540 858-3132
Email: loric17@vt.edu

Proposal #: 95313787

Deliver To:

Lori Conerly
Virginia Tech Executive Briefing Center
900 N. Glebe Road
Arlington, VA, 22203
Phone: 540 858-3132
Email: loric17@vt.edu

Submitted By:

Misty Zani
301 477-3508
mzani@laprimacatering.com

La Prima Food Group, Inc.

5105 Berwyn Road, Suite 101
College Park, Maryland 20740
www.laprimacatering.com

Event #: 95313787

Phone (301) 220-1001

Fax (301) 220-4489



the sophisticated, eco-elegant choice

As the highest rated green caterer in the metropolitan area, La Prima Catering is dedicated to improving the environmental impact of every event. We believe in the importance of informing our customers about the sustainable services we offer and the methods behind them. Through our green initiatives and education programs, it is our goal to further improve our environmental impact while creating the freshest, most delicious menu for your next event.

At La Prima Catering, we strive to:

Partner with local, sustainable farms to bring our customers fresh, healthy foods

Organically grow vegetables in our own urban garden at our headquarters in College Park, Maryland

Offer seasonal farm-to-table menus and event options

Compost thousands of pounds of food trimmings each week, reducing our waste sent to the landfill

Reduce waste through our company-wide recycling program

Use 100% wind energy to power our kitchens

Train all staff on environmental responsibility, empowering them to contribute and work towards a healthier and more sustainable lifestyle in and out of the office



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*Selected Menu for
VA Tech Reception*

Stationary Hors d'oeuvre

Fusion Flank Steak Skewers

grilled flank steak, button mushrooms, grape tomatoes and roasted red pepper strips; served on wooden skewers with Asian sesame dipping sauce

Chicken Skewers

marinated strips of chicken breast skewered and baked with your choice of: hoisin barbecue, Red Curry, Indonesian peanut, Thai orange or honey mustard sauce

Focaccia Cocktail Sandwiches

petite sandwiches on freshly baked focaccia bread
grilled chicken, Swiss cheese, pesto aioli and caramelized onions
turkey, pepper jack cheese and avocado spread
eggplant, smoked mozzarella and sun dried tomatoes (vegetarian)

Antipasto Picks

skewered picks of soppressata, provolone cheese and peppadew peppers stuffed with Kalamata olives

Avocado Corn Salsa

chopped avocados, roasted red peppers, red onions and sweet corn tossed with lime and cilantro; accompanied by tri-colored corn tortilla chips

Executive Cheese Board

provolone, havarti, Swiss and cheddar cheese served with fresh berries and seedless grapes; accompanied by gourmet crackers

Chocolate Mousse Dessert Shots

tiny cups of creamy chocolate mousse topped with whipped cream and rich shaved chocolate

Key Lime Dessert Shots

tiny cups of key lime custard on a graham cracker base topped with whipped cream

Beverages

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Client to provide non-alcoholic beverages and ice

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*Additional Details for
VA Tech Reception*

Equipment

La Prima to provide all necessary equipment including
two linen tablecloths (tables provided by the client)
buffet equipment, compostable plates, cutlery, cups and napkins

Staff

Staff time to include all necessary hours for your event from set up through the end of breakdown. Your service staff will include one server

Should you choose to extend your event past the time indicated in this proposal, additional service time could be charged



LA PRIMA

CATERING

VA Tech Reception
Thursday, August 09, 2018
Event Manager: Misty Zani
Proposal #: 95313787

| | |
|-----------|----------|
| Food | 2,009.32 |
| Beverages | 0.00 |
| Liquor | 0.00 |
| Equipment | 60.00 |
| Décor | 0.00 |
| Staff | 227.50 |
| Delivery | 120.00 |
| Taxes | 0.00 |

| | |
|--------------|-----------------|
| Total | 2,416.82 |
|--------------|-----------------|

| | |
|-----------------|------|
| Deposit Due: NA | 0.00 |
|-----------------|------|

| | |
|-------|------|
| Paid: | 0.00 |
|-------|------|

| | |
|-----------------|-----------------|
| Balance: | 2,416.82 |
|-----------------|-----------------|

Menu Requested By:
Lori Conerly
Virginia Tech
900 North Glebe Road
Arlington, VA 22203
Phone: 540 858-3132
Email: loric17@vt.edu

All equipment to include rentals, decor and all non plastic serving pieces, chafing dishes, coffee urns, etc. remain the property of La Prima Food Group, Inc. Any pieces missing or damaged by the client or their guests may be invoiced at the end of the event.

If this proposal meets with your approval, please sign where indicated and return.

Proposal Approved By

Date Approved

Title and Company

Signature

Lori Conerly
July 19, 2018
Admission Support Specialist
Lori Conerly SDAL/BI VA Tech

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La Prima Food Group (LPFG)/Catering by Seasons – Terms and Conditions (Page 1 of 2)

La Prima Food Group ("LPFG") and the "Purchaser" agree to the following terms and conditions:

Deposits

1. The Purchaser shall pay LPFG a deposit of 10% of the estimated total upon signing this Contract.
2. If the contract is signed within ten (10) business days of the Event date then 100% payment of the estimated total is required. Any additional charges will be billed after the event.
3. If the Purchaser should cancel the Event ten (10) business days or more before the date of the Event, LPFG will refund 75% of the deposit already paid. If cancellation occurs less than ten (10) business days but more than five (5) business days before the date of the Event, the Purchaser will be liable for 25% of the estimated total. Any deposit or payment received in excess of that will be refunded.
4. If cancellation occurs for any reason five (5) business days or less before the date of the Event, no part of the payments will be refunded.
5. If the event is canceled for any reason, at any time, Purchaser agrees to reimburse LPFG in full for any and all payments for vendor services pre-paid by LPFG on Purchasers behalf.

Payment Terms

The balance of the estimated total cost, inclusive of taxes, is due within ten (10) business days prior to the event. All checks should be made payable to "La Prima Food Group."

We also accept Personal or Corporate Credit Cards: Amex, Visa, and Master Card (a 2.5% credit card processing fee for all credit card transactions will be added). Bank transfers are also accepted

If additional charges are incurred during the event (such as additional staff time) they will be billed following the event. These charges are due upon receipt of the invoice. All checks should be made payable to "La Prima Food Group." We accept Personal or Corporate Credit Cards: Amex, Visa, and Master Card (a 2.5% credit card processing fee for all credit card transactions will be added). We also accept Bank Transfers. A two percent (2%) per month carrying charge accrues on all unpaid balances. Client agrees that if LPFG hires an attorney to help enforce this contract to collect any sums owing under this contract, client will pay, subject to any limits under applicable law, LPFG reasonable attorney's fees and all other collection expenses whether or not there is a lawsuit.



La Prima Food Group (LPFG)/Catering by Seasons – Terms and Conditions (Page 2 of 2)

Guest Count

The number of guests must be guaranteed by Purchaser no later than seven (7) business days prior to the event. If no guarantee is given, the number on the original proposal will stand as the guarantee. Please be aware that a lower guest count may result in a higher per person price than the original proposal. We will make every attempt to accommodate increases to the guest count within seven (7) days of the event, however, changes to the menu, service or equipment within that time may result in additional charges

4. Our menu items may contain ingredients to which guests may be allergic. Please advise us in advance if you or your guests have any food allergies. We will work with you to reduce the known allergy-causing ingredients. However, we cannot guarantee that all the food we prepare will be free from allergy-causing ingredients. We will not be liable for any illness, including fatality, to persons which results from an allergic reaction to any of the food we provide or arrange to have provided. We will not be liable or responsible for the quality or safety of food left for the Client, and Client will take full responsibility for the care and handling of food.

5. LPFG cannot be held responsible for breakage, damage, or loss of personal service ware items as well as any damage or loss of any personal property that you or your guests bring to the event, except if such damage loss is caused by the gross negligence of our staff.

6. Force Majeure: LPFG will not be in breach of this contract if it is unable to perform as a result of delays or failures due to any cause beyond its control and not due to its own negligence and which cannot be overcome by the exercise of due diligence and reasonable efforts to correct the delays or failures. Such causes include, but are not limited to, lightning, storms, labor disturbances, riots, terrorism, fires, earthquakes, floods, wars, epidemics, expropriation or confiscation of property, computer or telephone carrier failure or delays, interference by civil or military authorities, or otherwise acts of God or perils of the sea.

7. LPFG maintains insurance for injuries to persons or property in accordance with industry standards and regulations. Insurance certificates are available if requested at least fifteen (15) days prior to the event's date.

Purchaser

Date

7/19/18

VT Executive Briefing Center
900 N Glebe Rd
Arlington VA 22203
571-858-3030 / 571-858-3015

Facility Use Agreement

Group

Kim Lyman
Biocomplexity Institute of Virginia Tech (VBI)
900 N. Glebe Rd
Arlington, VA 22203

Reservation: 7445

Event Name: DSPG Symposium 2018
Status: Tentative
Phone: 571-858-3100
Email Address: klyman@vbi.vt.edu
Event Type: Internal
Billing Reference: VTCLNT: 176659
Event Coordinator: Anna Smith
Salesperson: Larissa LaCour
Estimated Attendance: 150

Bookings / Details

Quantity Price Amount

Virginia Tech's Outreach Program Development unit responds to diverse needs of communities by engaging and serving citizens of the Commonwealth of Virginia, the nation, and the world. Programs advance Virginia Tech's land grant values of discovery, learning, and engagement and promise to:

- Engage and benefit communities
- Meet market needs
- Involve stakeholders and academic faculty in the program development process
- Use ethical and effective business practices

Virginia Polytechnic Institute and State University is pleased to offer the following function space at the Virginia Tech Research Center – Arlington (VTRC) based on our understanding of your present needs and subject to the Terms and Conditions noted below. Please review the detailed information outlined within to assure that this accurately reflects your requirements.

Thursday, August 9, 2018

11:30 AM - 5:30 PM DSPG Symposium 2018 (Tentative) VTRC-A Ballston

Classroom for 70

Room Charge: (6 hours @ \$184.00/hr) 1 \$1,104.00 \$1,104.00

A/V Equipment:

Projection Capability

1

Client to bring own laptop

Microphone

1

push to talk mics

Phone Line

1

dial Webex phone number in Ballston room as well

Special Notes/Other:

Overflow Room

62 chairs at the desks and 8 along the back walls for a total of 70 seats

VT Executive Briefing Center

7445

Tentative

Bookings / Details

Quantity

Price

Amount

to include 8 lounge chairs and 2 glass coffee tables.

Cocktail Table

2

*2 short cocktail tables by two different easels for laptop set up (with power)
(place near Vienna Door)*

Special Notes/Other:

Posters set up in foyer

Registration table in foyer

Clear lounge furniture

11:30 AM - 5:30 PM DSPG Symposium 2018 (Tentative) VTRC-A Hospitality Zone

Special Setup - See Notes for 55

Room Setup:

Panel Table

2

*-LaPrima to bring linen**- 2 additional food tables (skinny if possible)**- located outside of Clarendon if possible**- only if Farragut is not booked by another client- coffee to be set up on
Farragut West Credenza*

Special Notes/Other:

Catering set up in the Hosp. Zone

VBI to bring down coffee, waters, cake to be set up

Client to coordinate details and share with the EBC

LaPrima (1 staff member will stay onsite)

-remove high pub chairs

| | |
|---------------|------------|
| A/V Equipment | \$0.00 |
| Room Charge | \$1,830.00 |
| Room Setup | \$100.00 |
| Subtotal | \$1,930.00 |
| Grand Total | \$1,930.00 |

All rates are hourly and discounts are provided for bookings lasting 5+ hours and 10+ hours. Adjustments to the event times may impact the final costs. The rates quoted in this agreement are good through December 31, 2017. Any rates noted beyond that date are subject to change.

Audio-Visual and Internet: Audio-visual services included in this agreement are the capability in each room to display content from client-provided laptops to each room's display devices and provision of a touch panel interface to control the display of AV content. Wireless internet connectivity is also provided for participants throughout the Executive Briefing Center.

Terms and Conditions:

1. CANCELLATION: When received by written notice, this agreement is subject to cancellation without penalty by either party, up to sixty days prior to the scheduled date of arrival. Cancellations inside of the sixty day window will be assessed as follows:

- Cancellation between date of signing and 60 days of event: waived

VT Executive Briefing Center

7445

Tentative

Bookings / Details

Quantity

Price

Amount

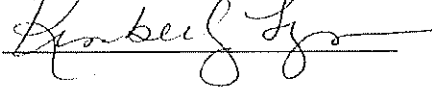
Arlington, VA 22203-1809

6. **LOSS/THEFT/DAMAGE:** Virginia Tech assumes no responsibility for the loss or theft of personal property, damage to personal property of the Client or its conferees. Virginia Tech assumes no responsibility whatsoever for any property placed by the conference group in Virginia Tech buildings, properties, or facilities. Loss or theft should be reported to the Virginia Tech Executive Briefing Center manager immediately.

7. **PAYMENT/COLLECTION COSTS:** The Client shall pay all amounts due hereunder within thirty days after the receipt of the applicable invoice.

8. **CURTAILMENT:** In the event that Virginia Tech buildings, property, or facilities are destroyed or substantially damaged by fire or other casualty, or in the event of other circumstances, such as accident, strike, labor dispute, sickness or death of key personnel, energy shortage, governmental directive, act of God, or circumstance beyond the control of the University, render the fulfillment of this agreement impractical or impossible, the Client hereby waives any claim for damages or compensation resulting from these circumstances causing curtailment of this agreement. Virginia Tech's obligations under this agreement are contingent upon its ability to perform and accordingly are subject to the circumstances described above or any circumstances beyond the control of Virginia Tech, which prevents the university from performing its obligations. Virginia Tech will, in good faith, provide all items and services agreed upon, but reserve the right to make a substitution with a similar item or service for any item or service not readily available in the open market with the prior consent of the conference and at a reasonable price.

9. **OPTION DATE & ACCEPTANCE:** Accommodations and facilities outlined in this agreement are being held on a tentative basis for two weeks past date of agreement issuance. If this agreement has not been returned by this date, space will be released for general resale and only made available on a space available basis. The function space listed above will be considered definite commitments upon signing of this agreement by both parties, and will be subject to the Terms and Conditions set forth. The person signing below agree that they are authorized representatives of the above indicated group and university who have authority to enter this contract. This agreement and the Terms and Conditions may not be changed or amended unless done so in writing and signed by both parties.

Dated: 9/11/2017 By: (Print) Kimberly Lyman Signature: 
Organization/Department: SDAL

Dated: _____ By: _____ For: Virginia Tech - Executive Briefing Center

From: Stephanie Shipp steph19@vt.edu
Subject: USDA, 355 E Street, SW Washington, DC 20024-3221
Date: February 20, 2018 at 12:19 PM
To: sshipp919 sshipp919@gmail.com



ERS/USDA building is called Patriots' Plaza III, and is on E St. in southwest DC, between 3rd and 4th Streets. The nearest metro station is Federal Center, Southwest (not to be confused with Federal Triangle). From that metro station, it's a few blocks south on 3rd St. to E St., turn right, then half a block to our building on the right.

Dr. Pender will meet Sallie and team in the lobby of the building at 9:00 am; I will need to sign them in with the security guards. **They should all bring photo id's.** They can call me on my office phone (202-694-5568) or cell (571-414-1882) if they have any problems finding us or will be arriving significantly before or after 9:00.

Per John Pender: Let's plan on Sallie visiting ERS on Wednesday, Feb. 21 from 9:00 to 11:00. I will schedule a seminar from 9:30 to 10:30, where she can present to a group of interested researchers about the work SDAL is doing that is relevant to studying rural issues. I will meet with Sallie (and any others from SDAL that may come) before the seminar at 9:00, and then we could have any initial follow-up discussions with Marca after the seminar at 10:30.

Stephanie Shipp
Deputy Director and Research Professor
Social and Decision Analytics Laboratory (SDAL)
Biocomplexity Institute of Virginia Tech
National Capital Region
900 North Glebe Road
Arlington, VA, 22203

Tel: (571) 858-3123
Mobile: (540) 808-5336