**Day one**

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| 12:00 noon | Exhibitors allowed to set-up in exhibit area  Exhibit area must be close to the general session room/in general meeting space. Must be lockable. |
| 12:00 noon | Staff office and check-in area available for set up |
| 1:00 – 5:00 p.m. | Breakout rooms available for meetings |
| 5:30 p.m. | Opening cocktail reception – may be off-site |

**Day two**

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| 7:00 a.m. – 2 p.m. | Registration |
| 7:00 a.m. – 5:00 p.m. | Exhibitor space open |
| 8:00 a.m. | Breakfast |
| 8:45 a.m. – 10:00 a.m. | General Session |
| 10:00 – 10:30 a.m. | Refreshment break and exhibitor time |
| 10:00 a.m. – 12:30 p.m. | General Session |
| 12:30 p.m. – 2:00 p.m. | Lunch (potential speaker) |
| 2:00 p.m. – 4:00 p.m. | General Session |
| 4:00 p.m. – 5:00 p.m. | Refreshments and Closing General Session |
| 6:00 p.m. – 7:00 p.m. | Cocktail hour |
| 7:00 p.m. – 9:30 p.m. | Awards dinner |