

**ORDER FOR SUPPLIES OR SERVICES**

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

BPA NO.

1. DATE OF ORDER <b>DEC 1 2 2008</b>		2. CONTRACT NO. (If any) NRC-03-08-086		6. SHIP TO:	
3. ORDER NO. NRC-T002		4. REQUISITION/REFERENCE NO. NRC-03-08-086-002		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Jennifer A. DeFino, 301-492-3637 Mail Stop: TWB-01-B10M Washington, DC 20555				b. STREET ADDRESS Attn: Sally Adams, 301-415-0209 Mail Stop: O13-E19 11555 Rockville Pike	
7. TO:		c. CITY Rockville		d. STATE MD	e. ZIP CODE 20852
a. NAME OF CONTRACTOR SYNERGY ENTERPRISES, INC.		f. SHIP VIA		8. TYPE OF ORDER	
b. COMPANY NAME		<input type="checkbox"/> a. PURCHASE		<input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 8757 GEORGIA AVENUE STE 450		REFERENCE YOUR Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.		Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY SILVER SPRING		e. STATE MD	f. ZIP CODE 209103737		
9. ACCOUNTING AND APPROPRIATION DATA B&R: 920-15-111-112 JCN: J-4151 BOC: 252A Appro. No.: 31X0200.920 OBLIGATE: \$47,208.75 DUNS No.: 131331261 FFS No: NRR-08-086(2)		10. REQUISITIONING OFFICE NRR			
11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT Destination	
<input checked="" type="checkbox"/> a. SMALL		<input type="checkbox"/> b. OTHER THAN SMALL		<input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED	
<input type="checkbox"/> d. WOMEN-OWNED		<input type="checkbox"/> c. DISADVANTAGED		<input type="checkbox"/> f. EMERGING SMALIBUSINESS	
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION		b. ACCEPTANCE		16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>ISSUANCE OF TASK ORDER NO. 002</p> <p>TITLE: Agenda Planning, Mailing Lists, Invitations, Poster Sessions, and General Writing Activities</p> <p>TOTAL ESTIMATED COST: \$47,208.75</p> <p>PERIOD OF PERFORMANCE: 12/15/2008 - 04/30/2009</p> <p>The issuance of this Task Order does not amend any other terms and conditions of the subject contract.</p>					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.			17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:							
	a. NAME Department of Interior / NBC NRCPayments@nbc.gov						\$47,208.75	17(i) GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) Attn: Fiscal Services Branch - D2770 7301 W. Mansfield Avenue		c. CITY Denver	d. STATE CO	e. ZIP CODE 80235-2230			

22. UNITED STATES OF AMERICA BY (Signature) <i>Monique B. Wilkerson</i>	23. NAME (Typed) Donald A. King Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER
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OPTIONAL FORM 347 (REV. 4/2006)  
PRESCRIBED BY GSA/FAR 48 CFR 53.213(f)

**TEMPLATE - ADM001**

**SUNSI REVIEW COMPLETE**

FEB 10 2009

**ADM002**

In accordance with Section G.2 Task Order Procedures of Contract No. NRC-03-08-086 this definitizes Task Order No. 002. The effort shall be performed in accordance with the attached Statement of Work.

**CONSIDERATION AND OBLIGATION**

(a) The total estimated cost to the Government for full performance under this Task Order is \$47,208.75.

(b) The amount obligated by the Government with respect to this Task Order is \$47,208.75. This obligated amount may be unilaterally increased from time to time by the Contracting Officer by written modification to this contract. The obligated amount shall, at no time, exceed the contract ceiling as specified in paragraph a above. When and if the amount(s) paid and payable to the Contractor hereunder shall equal the obligated amount, the Contractor shall not be obligated to continue performance of the work unless and until the Contracting Officer shall increase the amount obligated with respect to this contract. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's sole risk.

**DURATION OF CONTRACT PERIOD (MAR 1987)**

This Task Order shall commence on December 15, 2008 and will expire on April 30, 2009.

**PRICE/COST SCHEDULE**

The following is a summary of the labor categories, number of hours and hourly labor rates.

TASK ORDER NO. 1				
CLIN	LABOR CATEGORY	EST. HOURS	FIXED LABOR RATES	ESTIMATED TOTAL
001	Program Manager	[REDACTED]	[REDACTED]	\$12,088.02
002	Program Coordinator /Meeting Manager	[REDACTED]	[REDACTED]	\$17,769.38
003	Writer/Editor	[REDACTED]	[REDACTED]	\$ 5,238.14
004	Graphic Artist	[REDACTED]	[REDACTED]	\$ 0.00
005	IT Specialist	[REDACTED]	[REDACTED]	\$ 6,044.39
006	Logistics/Admin Assistant	[REDACTED]	[REDACTED]	\$ 5,439.61
<b>TOTAL ESTIMATED LABOR</b>				<b>\$46,579.54</b>
CLIN	OTHER DIRECT COST DESCRIPTION			ESTIMATED TOTAL
007	Travel The government will pay up to the rates specified in the Government Federal Travel Regulations (FTR) for travel destination. NO PAYMENT WILL BE MADE WITHOUT BACKUP DOCUMENTATION/RECEIPTS. *All travel must be approved in advance by the NRC Project Officer.*			[REDACTED]
008	Shipping & Postage			[REDACTED]
009	General and Administrative Rate (14%) applied to ODC's			[REDACTED]
<b>TOTAL ESTIMATED OTHER DIRECT COSTS</b>				[REDACTED]
<b>Estimated Total for Task Order No. 1</b>				<b>\$47,208.75</b>

Your contacts during the course of the work order are:

Technical Matters: Sally Adams, Project Officer  
301-415-0209 or [Sally.Adams@nrc.gov](mailto:Sally.Adams@nrc.gov)  
Betsy Oliveto, Technical Monitor  
301-415-1099 or [Betsy.Oliveto@nrc.gov](mailto:Betsy.Oliveto@nrc.gov)

Contractual Matters: Jennifer A. DeFino, Contract Specialist  
301-492-3637 or [Jennifer.DeFino@nrc.gov](mailto:Jennifer.DeFino@nrc.gov)

Acceptance of Task Order No. 002 should be made by having an official, authorized to bind your organization, execute three copies of this document in the space provided and return two copies to the Contract Specialist. You should retain the third copy for your records.

Accepted Task Order No. 002:

PRACHEE J. DEVADAS  
NAME

President / CEO  
Title

12/19/08  
Date

## TASK ORDER TERMS AND CONDITIONS

NOT SPECIFIED IN THE CONTRACT

### A.1 NRC Acquisition Clauses - (NRCAR) 48 CFR Ch. 20

### A.2 Other Applicable Clauses

- See Addendum for the following in full text (if checked)
  - 52.216-18, Ordering
  - 52.216-19, Order Limitations
  - 52.216-22, Indefinite Quantity
  - 52.217-6, Option for Increased Quantity
  - 52.217-7, Option for Increased Quantity Separately Priced Line Item
  - 52.217-8, Option to Extend Services
  - 52.217-9, Option to Extend the Term of the Contract

### A.3 SEAT BELTS

Contractors, subcontractors, and grantees, are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.

### A.4 WHISTLEBLOWER PROTECTION FOR NRC CONTRACTOR AND SUBCONTRACTOR EMPLOYEES (JULY 2006)

(a) The U.S. Nuclear Regulatory Commission (NRC) contractor and its subcontractor are subject to the Whistleblower Employee Protection public law provisions as codified at 42 U.S.C. 5851. NRC contractor(s) and subcontractor(s) shall comply with the requirements of this Whistleblower Employee Protection law, and the implementing regulations of the NRC and the Department of Labor (DOL). See, for example, DOL Procedures on Handling Complaints at 29 C.F.R. Part 24 concerning the employer obligations, prohibited acts, DOL procedures and the requirement for prominent posting of notice of Employee Rights at Appendix A to Part 24.

(b) Under this Whistleblower Employee Protection law, as implemented by regulations, NRC contractor and subcontractor employees are protected from discharge, reprisal, threats, intimidation, coercion, blacklisting or other employment discrimination practices with respect to compensation, terms, conditions or privileges of their employment because the contractor or subcontractor employee(s) has provided notice to the employer, refused to engage in unlawful practices, assisted in proceedings or testified on activities concerning alleged violations of the Atomic Energy Act of 1954 (as amended) and the Energy Reorganization Act of 1974 (as amended).

(c) The contractor shall insert this or the substance of this clause in any subcontracts involving work performed under this contract.

**STATEMENT OF WORK**  
**TASK ORDER 2 UNDER NRC-03-08-086, JCN – J4151**  
**AGENDA PLANNING, MAILING LISTS, INVITATIONS, POSTER SESSION, AND GENERAL WRITING**  
**ACTIVITIES**

**1. BACKGROUND**

Each year, the U.S. Nuclear Regulatory Commission (NRC), Office of Nuclear Reactor Regulation (NRR) and the Office of Nuclear Regulatory Research (RES) host an annual Regulatory Information Conference (RIC) with the nuclear industry to discuss safety and regulatory issues of mutual interest. The objective of the RIC is to provide a communication forum for senior NRC and industry management regarding current and future safety initiatives and regulatory issues.

This free conference is open to the public with advance registration required. RIC 2009 will be held at the Bethesda North Marriott Hotel and Conference Center on March 10-12, 2009. Attendance at the RIC continues to grow each year. Over 2400 participants were in attendance at RIC 2008. With increasing interest in energy concerns, new reactor licensing and advance reactor designs, it is expected that attendance at the RIC shall continue to grow.

Typically, the majority of RIC attendees are from the nuclear power industry, including manufacturers, architect/engineering firms, vendors, news media, and law firms. In addition to NRC senior management officials, there were corporation presidents, vice-presidents, chief executive officers (CEOs), and other government executives, as well as representatives of foreign countries in attendance.

**2. TASK ORDER OBJECTIVE**

The objective of this Task Order is to obtain expert support from the contractor in areas of agenda planning, mailing lists, invitations/invitational travel, 12-15 poster sessions, and general writing activities.

**3. SCOPE OF WORK****TASK 1. AGENDA PLANNING****Subtask A**

Requirement: The contractor shall attend the NRC RIC agenda-planning meetings (a minimum of 12 meetings). Through these meetings, session topics and coordinators shall be identified and confirmed.

Standard: Attendance at all agenda planning meetings.

Deliverable: N/A

**Subtask B**

Requirement: The contractor shall assist the NRR Conference Planner and PMDA Communications Team in ensuring the agenda is accurate and updated daily, presentations and speaker bios are collected and posted to the RIC website daily.

Standard: Agenda(s), slide presentation and bios are accurate and updated daily.

Deliverable: Revised agenda(s), slide presentations and bios; hardcopy slides and electronic formats for web posting and distribution.

**Subtask C**

Requirement: After the initial session topic and coordinator selections, the contractor shall assist in making any revisions to the topics, session chairs, or the scheduling of the sessions for the RIC. All changes shall be

reflected by the contractor in revised agendas such that the agenda is kept up-to-date until it is finalized, printed for the RIC, and posted on the RIC web site.

**Standard:** Agenda(s) are accurate and updated daily

**Deliverable:** Revised agenda(s); hardcopy and electronic formats for web posting and distribution,

## **TASK 2. MAILING LISTS**

**Requirement:** At the end of each RIC, the contractor shall prepare a mailing list of registrants. The mailing list shall be a Microsoft Excel Spreadsheet and shall be ordered according to the registrant's zip code. The contractor shall gather requests from potential attendees to be included on the NRC's RIC mailing list and submit them to the NRC's Office of Administration (ADM) with a copy to the NRC's Office of Administration (ADM) to update official mailing lists for the RIC.

**Standard:** Mailing list updated and provided to ADM with a copy to the NRR Project Officer within 15 days of completion of RIC.

**Deliverable:** Revised mailing list of RIC attendees and registrants

## **TASK 3. INVITATIONS/INVITATIONAL TRAVEL**

### **Subtask A**

**Requirement:** The contractor shall develop and distribute RIC invitations.

**Standard:** The invitations shall include instructions and forms to register via mail, telephone, e-mail, or on the RIC public website.

**Deliverable:** RIC Invitation.

### **Subtask B**

**Requirement:** The contractor shall mail or electronic mail blast RIC invitations. Contractor shall perform quality assurance of the mailing list for completeness of address and email addresses. Return addresses and emails shall be removed from the listing.

**Standard:** Invitations are to be sent out to potential conference attendees by January 5, 2009. Quality assurance mailing list – three days before mailing for completeness of address and emails addresses with 90% accuracy. Return addresses and emails shall be removed from the listing.

**Deliverable:** A clean address list and email list shall be provided to the NRR Conference Planner on completion of mail/email activity.

### **Subtask C**

**Requirement:** The contractor shall work with all session coordinators to confirm the participation of each potential panel member. For those parties outside NRC, the contractor shall mail letters, send emails and make phone calls to obtain confirmation of panel member's participation. The contractor shall develop a tracking sheet of confirmed panel members. Based on this tracking sheet, the contractor shall also prepare a summary progress report to detail the status of confirmed panel members.

**Standard:** Confirm panelist participation, registration and contact information within 3 weeks of their identification.

**Deliverable** Confirmation letters are to be sent out to all panelists within two business days of being identified by the NRR Conference Planner. An alphabetical listing of confirmed panelists shall be provided to the NRR Conference Planner throughout the confirmation process with confirmation status indicated.

**Subtask D**

**Requirement:** The contractor shall coordinate panel member's international invitational travel requirements/paperwork in accordance with established federal government regulations for invitational travel. Federal Travel Regulations can be found at [www.gsa.gov/ftt](http://www.gsa.gov/ftt).

**Standard:** International panelists shall be confirmed two weeks after identified by the NRR Conference Planner and in accordance with the federal government regulations and guidelines.

**Deliverable:** International panelists shall arrive to the meeting location and participate on the assigned panel.

**TASK 4. POSTER SESSIONS**

**Subtask A**

**Requirement:** The contractor, along with the NRR Conference Planner, shall meet with the NRC graphics contractor to receive all logos, designs, size specifications and usage guidelines associated with the final production of technical poster presentations. The contractor shall produce a portion of the RIC technical poster presentations.

**Standard:** Delivery of designed poster boards from the contractor and from the NRC's graphics contractor to the NRR Conference Planner seven weeks before the start of the RIC.

**Deliverable:** Production and delivery of poster sessions, including any required edits from the NRC's graphics contractor to the NRR Conference Planner.

**Subtask B**

**Requirement:** The contractor shall coordinate review and acceptance of the poster presentations with the Office of the Executive Director for Operations (EDO) as required. The contractor shall incorporate EDO comments and revisions into the final poster presentation content.

**Standard:** Incorporate (EDO) comments and revisions to the poster presentation content.

**Deliverable:** Final posters that include all required EDO edits.

**TASK 5. GENERAL WRITING ACTIVITIES**

**Requirement:** The contractor shall be responsible for drafting of general articles related to RIC. These drafts shall be coordinated with and approved by NRR prior to distribution. These writing assignments may include: general letters and content for RIC correspondence and informational purposes, content for the RIC website, thank you letters to the hotel after completion of RIC and press releases about RIC for the NRC Public Affairs Office.

**Standard:** Writing assignment provided to the NRR Conference Planner within 24 hours of assignment free of typographical and grammatical errors.

**Deliverable:** Draft and final letter(s)  
Content for webpages  
Press Release(s)

**4. QUALITY ASSURANCE**

The contractor shall perform a Q&A check on all products to ensure information provided is current and accurate and active. The NRC Technical Monitor shall also perform a Q&A check on all updated pages to ensure information posted is current and accurate and links are active.

**5. PERIOD OF PERFORMANCE**

The period of performance for this task order shall be date of task order award through April 30, 2009.

**6. MEETINGS AND TRAVEL**

**Meetings with the NRC**

Task 1: Agenda Planning

1- 4 hour meeting at NRC Headquarters for 1-2 contractor staff to attend planning meetings.

**Travel**

Travel to NRC Headquarters, approximate number of trips = 12

**7. NRC-FURNISHED MATERIAL**

**Task 1: General Writing Activities**

- Sample content for general writing activities
- Sample of RIC invitation

**8. ATTACHMENTS**

- Attachment 1 – Performance Assessment Summary
- Attachment 2 – Milestone Schedule



Performance Assessment Summary					
Task	Indicator	Standard	Surveillance	Acceptable Quality Level	Deductions if not met
Agenda Planning	Contractor attendance all NRC Agenda Planning Meetings.	Contractor attendance all NRC Agenda Planning Meetings	N/A	Contractor attendance all NRC Agenda Planning Meetings	5% of EAD* for not meeting standard.
Mailing Lists	Reviewing the mailing list addresses for completeness.	Mailing list updated and provided to ADM with a copy to the NRR Project Officer within 15 days of completion of RIC.	NRC staff shall check on 5% of the mailing list to assure accuracy of collected mailing data.	90% of mailing output is not returned.	5% of the EAD* for not meeting the standard.
Invitations	The contractor shall develop and distribute RIC invitations.	<p>The invitations shall include instructions and forms to register via mail, telephone, e-mail, or on the RIC public website.</p> <p>Invitations are to be sent out to potential conference attendees by January 5, 2009. Quality assurance mailing list – three days before mailing for completeness of address and emails addresses with 90% accuracy. Return addresses and emails shall be removed from the listing.</p> <p>Confirm panelist participation, registration and contact information within 3 weeks of their identification.</p> <p>International panelists shall be confirmed three weeks after identified by the NRR Conference Planner and in accordance with the federal government regulations and guidelines.</p>	<p>NRC staff shall check on 5% of the invitations for quality assurance.</p> <p>NRC staff shall perform Quality assurance on mailing list – three days before mailing</p>	<p>Address lists are free from errors with 10% or less error rate.</p> <p>Meet deadline date of January 5, 2009.</p> <p>A clean address list and email list shall be provided to the NRR Conference Planner on completion of mail/email activity.</p> <p>An alphabetical listing of confirmed panelists shall be provided to the NRR Conference Planner throughout the confirmation process with confirmation status indicated.</p>	Additional 5% of the EAD* for each additional 10% over the acceptable quality level.

<b>Performance Assessment Summary</b>					
<b>Task</b>	<b>Indicator</b>	<b>Standard</b>	<b>Surveillance</b>	<b>Acceptable Quality Level</b>	<b>Deductions if not met</b>
<b>Posters</b>	Contractor shall work with NRR Conference Planner in determining the number of posters, their titles and contents.	Delivery of designed poster boards from the contractor and from the NRC's graphics contractor to the NRR Conference Planner seven weeks before the start of the RIC.	The NRC Technical Monitor shall perform a Q&A check on all posters to ensure information is in accordance with the presenter's objectives.	Positive Poster Presenter feedback and positive evaluations.	10% of EAD* for not meeting standard.
<b>General Writing</b>	Contractor shall include NRC Technical Monitor on all draft correspondence	Writing assignment provided to the NRR Conference Planner within 24 hours of assignment.	Contractor shall include NRC Technical Monitor on all draft correspondence	99% of writing output is grammatically correct and free of typographical errors.	10% of the EAD* for not meeting the standard.

\*Estimate of Damage; being the damages negotiated at the time of the award representing the cost of hiring a third party to re-perform the task.

	Tasks	Days	Start	End	Completed
	<b>2009 RIC</b>	<b>283</b>	<b>6/9</b>		
	<b>Pre-Planning</b>	<b>90</b>	<b>6/9</b>	<b>9/7</b>	
Prog	Begin collecting office & regional directors program suggestions	7	6/9		On-going
Admin	Review support contracts	7	6/9		x
Admin	Secure/Renew badges for Contractors	7	6/9		N/A
Log	Incorporate lessons learned into planning	30	6/9		x
Hotel	Begin Process to book add'l sleeping rooms @ Hilton & Ramada	30	6/9		N/A
Cmte	Schedule Bi-Weekly Mtgs	1	6/14		
Prog	Schedule NRR/NRO/RES LT Topic Mtgs (Lanmark attends)	1	6/18		Complete for NRR
Prog	Meet w/ Graphics on program concepts & poster design (20th anniversary theme?)	1	6/18		On-going
Log	Set up meeting w/Hotel and OIS on a/v plans (VTC, Webcasting, etc)	1	6/18		x
Hotel	Send room block to hotel (incl OIP)	7	6/29		
Admin	Post TAC's on RIC webpage	1	7/9		x
Web	Begin Updating RIC website w/new information (on-going)	290	7/9		On-going
Tour	Meet w/NSIR @ Tour Planning	1	7/11		Debrief completed
Prog	Create draft program grid	7	7/14		x
Admin	Submit request for Security	1	7/16		x
Admin	Send Letter confirming Honor Guard for Opening Session	1	7/16		Call placed. letter to be sent out 12/08
Admin	Secure Court Reporter	7	7/16		x
Admin	Submit mailing list additions to Repro	7	7/16		
Admin	Submit space holds on Auditorium & Hearing room	2	7/16		x
Admin	Update letter of invitation & general information for speakers	7	7/16		x
Prog	Meet w/Paul Dickman @ Chrman's Schedule & theme ideas	1	7/30		
Admin	Inventory conf supplies & reorder	7	8/1		x
Cmte	Bi-Weekly Planning Mtgs Begin	1	8/1		
Admin	Submit APP	7	8/1		x
	<b>Tasks</b>	<b>Days</b>	<b>Start</b>	<b>End</b>	
	<b>Active Agenda</b>	<b>60</b>	<b>9/19</b>	<b>11/18</b>	
Prog	Schedule Cmr's slots	7	9/4		
Log	Contact sponsors	4	9/5		
Prog	Draft Opening Session: Scenario for Office Directors & Chrman's Ofc	30	10/1		
Prog	Begin confirming Session Chairs	60	10/1		
Prog	Schedule Regional Bkout conf calls & secure NRR liasions	1	10/7		
Vol	Announce RIC Volunteer Program	14	10/15		
Admin	Begin Leed's and Mary's Briefing Book	290	10/15		
Web	Public Affairs writes press release on Online Registration Open & releases	7	12/1		
Cmte	Bi-Weekly Mtgs Become weekly	60	1/1		
Reg	Open online registration	60	1/1		
Reg	Email Blast to past registrants @ conf	1	1/2		
Prog	Send PreProgram to Tech Ed	5	1/3		
Reg	Pre-register all VIP's and Cmr's. Cmr Staff, OIP special guests, Ofc Directors, Deputy Directors, EDO & DEDO's	7	1/4		
Prog	Preliminary Program to Press - In-house	7	1/11		
Admin	Secure buses w/Admin for tours & staff to hotel	7	1/14		
Hotel	Send Specs to hotel	7	1/14		
Reg	Get copies of CA's Letters of invite to VIPs for badging	7	1/14		

Rpt	Begin Weekly Reg lists to Reggie & Mabel & Kirk incl int'l's	290	1/14	
Poster	Poster Content/Layout to Graphics	7	1/15	
Poster	Poster Proofs back for Review	7	1/22	
Log	Write NRC Announcements to Staff @ Shuttle buses/RIC Volunteer program/registration online	3	1/30	
Admin	Process RFPA to DOC	30	1/30	
Log	Get Cmr's mtg schedule for reserved rooms		2/1	
Prog	Final Program to Tech Ed	5	2/26	
Poster	Posters delivered to hotel	3	2/28	
Admin	Update Evaluation form/on-site reg form/podium announcements	7	3/5	
Prog	Final Program to Graphics for production in- house	7	3/5	
Log	Arrange shipment to & from Hotel	1	3/9	
Vol	RIC Volunteer Orientation on-site	1	3/10	
	<b>Tasks</b>	<b>Days</b>	<b>Start</b>	<b>End</b>
	<b>Post-Con</b>	<b>30</b>	<b>3/13</b>	<b>4/12</b>
Admin	Collect/tabulate/analyze eval data for lessons learned	30	3/13	
Admin	Post IOU's to web	30	3/13	
Admin	Review and pay bills	30	3/13	
Admin	Write Thank you letters	30	3/13	
	Post Org Charts & posters for RIC on web			
	Poster Coordination			