

Eastern Time	Afternoon Class
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Day 1	12:30p	Introduction
		The Basics
		Funding
	2:00p	BREAK
	4:00p	Travel
		Contracts
	5:30p	END OF DAY 1
Day 2	12:30p	Procurement
		Ethics
	2:00p	BREAK
	4:00p	ADA
		RFP
		Fed Biz Opps
	5:30p	END OF DAY 2
Day 3	12:30p	Negotiations
		Budget
		Sustainable Meetings
		Venues
	2:00p	BREAK
	4:00p	Site Selection
		Pre & Post-Con Meetings
		Exhibits
		Risk Management
	5:30p	END OF DAY 2
Day 4	12:30p	Registration
		Reservations
		Transportation
		Marketing & Promotion
		Speakers and the Press
	2:00p	BREAK
	4:00p	Program Materials
		Food and Beverage
		Technology
	5:30p	END OF DAY 4
Day 5	12:30p	Protocol, VIPs, Guest Programs
	2:00p	BREAK
	4:00p	Review
		Sample Exam Questions
	5:30p	END OF DAY 5
EXAM	2:00p	Begin Exam
	4:00p	End Exam