

Eastern
Time

Morning Class

Day 1	8:30a	Introduction
		The Basics
		Funding
	10:00a	BREAK
	12:00n	Travel
		Contracts
	1:30p	END OF DAY 1
Day 2	8:30a	Procurement
		Ethics
	10:00a	BREAK
	12:00n	ADA
		RFP
		Fed Biz Opps
	1:30p	END OF DAY 2
Day 3	8:30a	Negotiations
		Budget
		Sustainable Meetings
		Venues
	10:00a	BREAK
	12:00n	Site Selection
		Pre & Post-Con Meetings
		Exhibits
		Risk Management
	1:30p	END OF DAY 3
Day 4	8:30a	Registration
		Reservations
		Transportation
		Marketing & Promotion
		Speakers and the Press
	10:00a	BREAK
	12:00n	Program Materials
		Food and Beverage
		Technology
	1:30p	END OF DAY 4
Day 5	8:30a	Protocol, VIPs, Guest Programs
	10:00a	BREAK
	12:00n	Review
		Sample Exam Questions
	1:30p	END OF DAY 5
EXAM	2:00p	Begin Exam
	4:00p	End Exam