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| **Important Notes** | | | |
| **FOR HGI: Overnight room for Melissa White (HH#1354509067) - master bill. All other rooms in the block are on their own for payment. All catering and facility fees on master bill unless otherwise noted.**  **FOR MMA: speaker gifts, raffles/drawings** | | | |
| **Thursday, March 28, 2024** | | | |
| **Time** | **Room** | **Activity** | **Notes** |
| 3:30-5:30pm | Hilton Garden Inn – Ballroom C | MTCMA Board Meeting | Hollow Square setup for 15  Overhead LCD projector and screen  Healthy choice with coffee/tea, bottled water, assorted sodas in place of sparkling water.  **Final Count: 15** |
| **Friday, March 29, 2024** | | | |
| **Time** | **Room** | **Activity** | **Notes** |
| Set up registration for 7:00am  Registration time is 8:00-9:00am | Pre Function Hallway, just outside of ballroom A door | Registration and room setup | Registration Table (2, 8’ tables draped/skirted) with two chairs, wastebasket in hall, easel for signage.  Add’l smaller table on opposite wall for materials |
| Set up ballroom for 7:00am | Grand Ballroom, A-C | Room Setup | Ballroom Setup – all day:  ½ rounds of 6 for approximately **120** in AB  Head table for 4, draped & skirted  Podium with microphone (provided by HGI)  Handheld mics (2) for Q&A (provided by HGI)  Lapel mic (1) for presenters (provided by HGI)  LCD Projectors (provided by HGI)  Laptop (provided by MMA)  Screens (2) AB (provided by HGI)  Presentation clicker (provided by HGI)  Flipchart with markers (provided by HGI)  Pads of paper/pens on tables  Water pitchers and glasses on tables  Bottled water on head table for presenters throughout the day  Mints on tables  Buffet tables in C  8 vendor tables in C, draped and skirted, with 2 chairs each  **(Note a few tables may ask for additional chairs because some have 3 or 4 attending reps)**  **(Sponsors Confirmed:) 8 TABLES**  **(TOTAL 24 REPS)** |
| Breakfast/coffee should be set up and ready by 8:00am | Grand Ballroom, A-C | Breakfast:  MENU: The Dublin Breakfast –  fruit platter; pastries; scrambled eggs; potatoes; bacon; French toast; orange and cranberry juice, coffee, tea, decaf | Please have breakfast set up and ready to go at 8:00am.  **FINAL COUNT: 120**  Please have trays set up in ballroom so that attendees can self-clear the tables as necessary.  Leave breakfast out until after the morning break.  Refresh coffee and water on consumption throughout the day. |
| 9:00am – 9:15am | Grand Ballroom, A-C | Welcome  Ryan Pelletier & Scott Morelli | Session Requirements: Podium w/mic |
| 9:15am-10:15am | Grand Ballroom, A-C | *Keynote Session: We’ve Always Done It That Way Is Over: What’s Next?*  *Presenter: Patrick Ibarra, Owner, The Mejorando Group*  *(MTCMA Certification: 1 credit Human Resources and Leadership categories)* | Session Requirements: LCD Projectors with remote, screens, PPT Presentation, Podium, Lapel mic, Handheld mics for Q&A  MMA providing laptop |
| **10:15 a.m. – 11:15 a.m.** | Grand Ballroom, A-C | **No More Profits! The Tax Acquired Property Process &Impact of Recent Court Rulings**  ***Presenters:*** *Phil Saucier, Shareholder, Bernstein Shur & Stu Marckoon, Town Administrator, Town of Lamoine*  *(MTCMA Certification: 1 credit Finance/Budget and Legal categories)* | Session Requirements: LCD Projectors with remote, screens, PPT Presentation, Podium, Lapel mic, Handheld mics for Q&A  MMA providing laptop |
| 11:15am-11:30am | Grand Ballroom, A-C | Networking and break | Please make sure coffee is refreshed before the break.  During break, please refresh water pitchers and do a sweep of tables to clear any breakfast dishes  Add assorted sodas at break. |
| **11:30 a.m. – 12:30 p.m.** | Grand Ballroom, A-C | **Get The Word Out: Social Media, Communications Officers, and Other Ways to Engage Your Community**  **Presenters:** *Jessica Grondin, Communications Director, City of Portland & Shara Dee, Communications Officer, City of South Portland*  *(MTCMA Certification: 1 credit Legal category)* | Session Requirements: LCD Projectors with remote, screens, PPT Presentation, Podium, Lapel mic, Handheld mics for Q&A  MMA providing laptop |
| 12:30pm-1:15pm | Grand Ballroom, A-C | Luncheon Buffet  Menu: Hilton Business Lunch  Tossed garden salad with Balsamic dressing.  Chef’s choice starch and veggie  Warm dinner rolls, butter  Baked haddock with newburgh sauce  Bruschetta chicken with roasted tomato and mozzarella  Assorted dessert bars (Can bring all out with lunch as there isn’t an afternoon break) | Double-sided buffet  **FINAL COUNT: 120**  Please have trays set up in ballroom so that attendees can self-clear the tables as necessary. |
| 12:30pm-1:15pm | Grand Ballroom, A-C | Luncheon Refresh | During the lunch period, please refresh room – pick up dishes, trash, and refresh coffee service, water, as needed |
| **1:15 p.m. – 2:15 p.m.** | Grand Ballroom, A-C | **MMA Legislative Update**  Presenter: Kate Dufour, Director of Advocacy & Communications, Maine Municipal Association  *(MTCMA Certification: 1 credit Elected Relations and Leadership categories)* | Session Requirements: LCD Projectors with remote, screens, PPT Presentation, Podium, Lapel mic, Handheld mics for Q&A  MMA providing laptop |
| **2:15 p.m. – 3:15 p.m.** | Grand Ballroom, A-C | **Bringing Home the Bacon: Best Practices for Obtaining Congressionally Directed Spending (CDS)**  **Presenters:** *Edie Smith, Regional Representative, U.S. Senator King’s Office & Sarah Lawrence, District Representative, U.S. Representative Pingree’s Office*  *(MTCMA Certification: 1 credit Finance/Budget category)* | Session Requirements: LCD Projectors with remote, screens, PPT Presentation, Podium, Lapel mic, Handheld mics for Q&A  MMA providing laptop |
| 3:15pm-3:30pm | Grand Ballroom, A-C | Wrap Up  Eval and Door Prize Drawings  Led by Ryan Pelletier/ Scott Morelli/Jack Cluckey | Session Requirements:  Podium w/ mic, handheld mics |