

Important Notes

FOR HGI: Overnight room for **Melissa White (HH# [REDACTED])** - 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

			<p>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)</p>
Breakfast/coffee should be set up and ready by 8:00am	Grand Ballroom, A-C	<p>Breakfast:</p> <p>MENU: The Dublin Breakfast – fruit platter; pastries; scrambled eggs; potatoes; bacon; French toast; orange and cranberry juice, coffee, tea, decaf</p>	<p>Please have breakfast set up and ready to go at 8:00am.</p> <p>FINAL COUNT: 120</p> <p>Please have trays set up in ballroom so that attendees can self-clear the tables as necessary.</p> <p>Leave breakfast out until after the morning break. Refresh coffee and water on consumption throughout the day.</p>
9:00am – 9:15am	Grand Ballroom, A-C	<p>Welcome</p> <p>Ryan Pelletier & Scott Morelli</p>	<p>Session Requirements: Podium w/mic</p>
9:15am-10:15am	Grand Ballroom, A-C	<p><i>Keynote Session: We've Always Done It That Way Is Over: What's Next?</i> <i>Presenter: Patrick Ibarra, Owner, The Mejorando Group</i> <i>(MTCMA Certification: 1 credit Human Resources and Leadership categories)</i></p>	<p>Session Requirements: LCD Projectors with remote, screens, PPT Presentation, Podium, Lapel mic, Handheld mics for Q&A MMA providing laptop</p>
10:15 a.m. – 11:15 a.m.	Grand Ballroom, A-C	<p>No More Profits! The Tax Acquired Property Process & Impact of Recent Court Rulings</p>	<p>Session Requirements: LCD Projectors with remote, screens, PPT Presentation, Podium, Lapel mic, Handheld mics for Q&A MMA providing laptop</p>

		Presenters: Phil Saucier, Shareholder, Bernstein Shur & Stu Marckoon, Town Administrator, Town of Lamoine (MTCMA Certification: 1 credit Finance/Budget and Legal categories)	
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	Double-sided buffet FINAL COUNT: 120 Please have trays set up in ballroom so that attendees can self-clear the tables as necessary.

		Bruschetta chicken with roasted tomato and mozzarella Assorted dessert bars (Can bring all out with lunch as there isn't an afternoon break)	
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: <i>Edie Smith, Regional Representative, U.S. Senator King's Office & Sarah Lawrence, District</i>	Session Requirements: LCD Projectors with remote, screens, PPT Presentation, Podium, Lapel mic, Handheld mics for Q&A MMA providing laptop

		<i>Representative, U.S. Representative Pingree's Office (MTCMA Certification: 1 credit Finance/Budget category)</i>	
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