



Trustee Board Meeting 2011
The Benson Hotel
309 SW Broadway
Portland, OR 97205
October 11-16

MEETING FYI

WELCOME PACKETS:

Welcome packets containing your meeting information will be distributed upon arrival: name badges, meal tickets, agenda, updated information and other pertinent material.

ATTIRE:

There is no specific required attire for the business meetings; however, most attendees wear business casual.

Thursday Evening: Reception

Business attire is appropriate. Scientific Advisory Board members, veterinary student scholars, trustees, guests and staff will be attending this event.

Friday Evening: Reception and Dinner

This event will be held at the hotel and **business attire** is appropriate. We will be recognizing our outgoing Advisory Board Members for their valuable service to the Foundation and awarding the winners of the Veterinary Student Scholars' projects.

Saturday Evening: Offsite Outing and Dinner

An invitation will be sent to Trustees shortly. Bus transportation will be provided and the anticipated departure time is 4:30 p.m.

MEETING MANAGEMENT:

With the retirement of Serena Everett, meeting management logistics will be performed by TEAMS, Inc., a longtime Professional Meeting Management Company in the Denver area. JoAnn Vold will be the TEAMS' representative onsite and she will be partnering with Debby Altendorf, Executive Secretary, to assure you of a seamless and productive meeting. Should you have any questions before, during or after the Trustee Board Meeting, you may contact JoAnn at 303-394-2022 or 1-800-720-2904. Debby can be reached at 303-790-2345 or 1-800-243-2345.