

NIH's 2004 Acquisition Management Committee Symposium is titled "Achieving Acquisition Excellence". It will be held at the Rocky Gap Resort in western Maryland on November 9-10, 2004. The conference is limited to NIH employees and registration is by your office chief providing a funding certification.

No Smoking

Conference attendees are requested not to smoke in the hotel public areas.

Conference Attire

Dress for the symposium is business casual.

Symposium Proceedings

To reduce paper handouts, there will be no paper copies of briefings provided at the symposium. All briefings presented at the conference will be posted on the Conference web page after the close of the conference. As many as possible will be posted in advance of the symposium

When to Arrive

The conference starts on Monday, November 8, 2004. Please refer to the Draft Agenda for all session start times.

Registration

7:00 to 9:00 am

Breakfast  
(optional)

7:30am – 8:45pm

Opening Remarks

9:00 am

When to Depart

The Conference sessions will end at 2:30 pm on Wednesday, November 10, 2004. Please make your travel plans accordingly.

Skills Currency Credit

Attendance at the entire symposium will be credited as 23 hours of skills currency training.

#### ADDITIONAL INFORMATION

Please check the web site for information updates regarding the symposium. We will also provide updates through the NIH 1102 listserv and through the Chief C.O.s.

#### CONTACT

For additional information feel free to contact any of the Symposium organizing committee members:

Terrie Nestor, Carl Henn, Kelly Jackson, Olga Acosta-Polston, Stanley Canton, Neha Dhir, Molly Eng, Carol Hayden, Lisa Hill, Mike Kapsilis, Kala Shankar, Suzanne Stinson, Allyson Stokes