

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Oregon State FSA Office
Tualatin, Oregon 97062

OR NOTICE GEN - 88

FOR: COUNTY OFFICES

Statewide PT Conference

APPROVED BY:	State Executive Director <i>Larry C. Frey</i>
jdt	

1 Overview

A Purpose

To provide program technicians with necessary training on subjects that are not normally covered during program training. Break-out sessions will be available for PT's to choose from to make this training fit their specific training needs.

B Conference Location & Reservation Information

Motel Information:

- **Red Lion Hotel**
3301 Market Street NE, Salem, Oregon 97301

For reservations call (800) 248-6273 or (503) 370-7835. When you call say "You are with the Farm Service Agency Group" meeting beginning on September 11.

Queen \$55.00 + tax (# in room 1 - 2)

Each room will be subject to a \$2.00 energy surcharge per night and 9% sales tax. These are considered misc. charges on your travel claim.

Attendees **need to request a Queen (to stay within per diem)**, if a queen is not available they will upgrade to a king or dbl queen for the price of a queen (\$55.00).

Check in Date will start on 9/10/01. Check in time: After 3:00PM
Departure Date: 9/13/01 or 9/14/01 Check-out time: NOON.

*******Reservations must be made by August 11, 2001*******

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DISPOSAL October 30, 2001	DISTRIBUTION County Offices, DD's, COR, STO
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C
Conference
Schedule

The meeting will start at 1:00 p.m. on Tuesday 9/11/01, and end at 3:00 p.m. on Thursday 9/13/01.

D
Travel
Authorization

Employees who will be able to leave home at their normal time on Tuesday morning and arrive in time to have lunch and arrive on time for the meeting are expected to travel on Tuesday morning and return home on Thursday afternoon. Other employees are encouraged to travel on Tuesday and Thursday when possible. It is understood that some counties will need to travel on Monday and Friday.

Employees are expected to share rides.

E
Registration
Information

Meeting registration will begin at 11:00 a.m. on Tuesday morning 9/11. Ask for location at the front desk.

F
General
Information

General Session on 9/13, will be held at The Oregon Garden Foundation Facility in the Hall of Fame Room from 8:00 a.m. to 11:15 a.m. Following this session will be an optional tour of the "Gardens" for all interested in attending. Admission to the Garden is waived for groups renting event space so there will be no additional charge for this tour.
