

# Program Management System Committee May Meeting Planning

Mike Martin 31 January 2011

- Dates
- Monday May 2nd 1:00 5:00 PM: Officers Meeting
- Tuesday May 3rd 8:00 AM 5:00 PM: Industry Only Day
- Wednesday May 4th 8:00 AM 6:00 PM: Government / Industry Day
- Thursday May 5th 8:00 AM 2:00 PM: PARCA Meeting
- Hotel
- Hilton: Downtown Hartford
- Rates: \$109 Government / \$135 Industry
- Parking: Hotel has underground parking and is adjacent to additional city parking
- Block of Rooms by Night: Needs some discussion
  - 20 Sunday May 1st
  - 150 Monday May 2nd
  - 150 Tuesday May 3rd
  - 70 Wednesday May 4th

- Transportation
- The Hotel offer free shuttle through-out the City via the Star Shuttle and has courtesy vans that loop through downtown proper
- Shuttle service to and from the hotel will be provided
- A standard one way cab rate of \$36.00 to and from the airport is available
  Normally would be in excess of \$60.00 one way
- Facilities
- The May 2nd Officers Meeting will be held in a conference room at the Hotel
- Sikorsky is renting the Untied Technologies Research Center (UTRC) conference center. The facility is located on the East Hartford CT. P&W campus and is closer to Bradley International Airport (BDL). The facility can accommodate 200 and is a state of the art conference center with theater style seating

- Miscellaneous
- Sikorsky to provide badges for the meeting and ensure security requirements are met
- Sikorsky to provide continental breakfast and afternoon snacks. Lunch will be the responsibility of the participants.
- Sikorsky to provide maps / directions
- Sikorsky to provide a list of restaurants in the immediate Hartford area
- AV services will be provided by UTRC personnel as a part of the conference center rental agreement
- Meeting registration will be conducted on line with the assistance of CBA Inc.
- Hotel registration TBD
- Sikorsky / UTRC will reserve parking at UTRC for the participants
- Ms. Sue Parnoff will be the Sikorsky contact person for the meeting
- Sikorsky to provide executives to welcome the group on Tuesday May 3rd Industry Day and Wednesday May 4th Government / Industry Day
- Mike Martin and Sue Parnoff to work on a potential keynote speakers
- Mike Martin to work on PM Outreach speaker with Ms. Jane Spriggs
- Mike Martin to draft agenda for review

NDIA Program Management Systems Committee (PMSC) DRAFT Agenda for 3rd and 4th, 2011 Meeting				
Host: Sikorsky Aircraft Contact: Susan Parnoff.				
Vinited Technolo Center ( 411 Silv East Hartford	<b>UTRC)</b> ver Ln	<mark>Veeting</mark> Hotel	Hartford Downtown Hilton 315 Trumbull St Hartford, CT 06103 Phone: 860-728-5151	Tel: 203-386-4231 Fax: 203-XXX-XXXX email:susan.parnoff@sikorsky.c om
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