

Instructions: For each day of the meeting, indicate the number of sleeping rooms required in the sleeping rooms/room block column, in the meeting rooms section, indicate the time block for each meeting session, the name of the session and the session setup (including number of people), the Food/Bev. Functions section, indicate the time block for each food/beverage function, the number being served, and the event name (i.e. coffee break, reception, cont. breakfast, full breakfast, buffet lunch, etc.). Any explanatory notes can be typed in the notes section.

**Meeting Name:**           Northeast PLN Meeting           **Dates:**           Feb 15-17, 2012          

**APLU Staff Contact:**                           Linda Kay Benning                           **Location:**                           Washington, DC                          

<b>SLEEPING ROOMS</b>		
<b>DATE</b>	<b>ROOM BLOCK</b>	
FEB 14, 2012	3	
FEB 15, 2012	55	
FEB 16, 2012	55	
<b>MEETING ROOMS</b>		
<b>DATE/TIME BLOCK</b>	<b>SESSION NAME</b>	<b>SETUP</b>
FEB 15, 2012; 1-5 P.M.	NEED	U SHAPE
FEB 16, 2012 8-NOON	PLN GENERAL SESSION	ROUNDS
FEB 16, 2012 1-3 PM	FOUR BREAKOUT SESSIONS	HOLLOWSQUARE
FEB 16, 2012 3:30-5:00 PM	PLN GENERAL SESSION	ROUNDS
FEB 17, 2012 8-12 NOON	PLN GENERAL SESSION	ROUNDS
<b>FOOD/BEVERAGE FUNCTIONS</b>		
<b>DATE/TIME BLOCK</b>	<b>NUMBER</b>	<b>EVENT</b>
FEB 15, 2012 12 NOON-1:00 P.M.	15	LUNCH
FEB 15, 2012, 3:00 P.M.	15	BREAK
FEB 15, 2012 6-7:30 P.M.	55	RECEPTION
FEB 16, 2012 7:-8:00 A.M.	55	BREAKFAST
FEB 16, 2012	55	AM AND PM BREAKS
FEB 16, 2012	55	LUNCH

FEB 17, 2012, 7-8 AM	55	BREAKFAST
FEB 17 2012 10 AM	50	AM BREAK

**Notes:**