

Benning, Linda

From: Rubie Mize [rgmize@AESOP.Rutgers.edu]
Sent: Friday, December 02, 2011 11:14 AM
To: Tami Torquato; Benning, Linda; Katz, Larry S.; Place, Nick T.; Hare, William W.; Rossi, Daniel; Calvin, Dennis
Subject: Re: Draft Food Systems Forum Draft Agenda
Attachments: ParticipantsDec2011NEFoodsForum.doc

Hi Everyone,

Thanks for sending the draft agenda. I have confirmed with the ARS-BARC Director's Office that Dr. Allison Yates, Associate Area Director of USDA-ARS-BARC will welcome the participants to ARS. Before assuming this new position, Dr. Yates was the Director of the Beltsville Human Nutrition Research Center so she's very excited to address the group. Please include her name/title in the agenda. Her brief bio, although a bit outdated is at URL---
<http://www.ars.usda.gov/News/docs.htm?docid=14428>

Also, I will not be making name 'tents' as written in the notes. The participants will have nametags (security ID) and folders that will contain -- (1) Final program/agenda; (2)List of Participants and (3)Survey Results.

We have two smaller breakout rooms in addition to the big conference room. AV equipment (projector, screen, laptop, microphone) is available in the big conference room. Flipcharts and markers will be available in the breakout rooms. I will have flash drives for the groups to save their reports, and these can be uploaded for the general presentation.

Catering for the daylong event is confirmed with the USDA-BARC caterer. NERA will cover the costs for this portion of the event and the supplies.

Linda, please confirm and sign off on the Wednesday night reception at the Holiday Inn. Please contact Cynthia or Kathy directly if you have questions/concerns. Thanks.

Please find attached the latest List of Participants. I will finalize this on Monday in case a few more will register at the last minute.

Cheers,
Rubie

On 12/1/2011 4:07 PM, Tami Torquato wrote:
Good afternoon,

Attached is a draft agenda Dennis and I developed from yesterday's discussion. The 2nd page is just my notes, and some of that is incorporated into the agenda as suggested. Please make any suggestions or changes and we'll get a final copy to Ruby by Monday for the packets.

Thanks,
Tami

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