**Sunbelt Meeting Notes 10/2/2015**

1. September 21st Test Run – Recap
* Everything ready to go – including natural resources and 4-H. Tracy finished PowerPoint. All main features should be in place
* Comments/concerns over displays: Heidi, trying to get something shipped. No one from ICS at Sunbelt? Ruth will come.  Tracy will not be there, but Tyler the photographer will come out for photos.
1. Work schedule for exhibit teams
* Mark is setting up teams: pretty well staffed. Natural Resources has the thinnest staff…but Mark has picked up some Animal staff members who could help out.
1. Passes and distribution – Cash for entry fee as backup
* Numbers look good:
	+ Tuesday start people will receive their passes in the mail.  If you do not receive your pass in the mail (Tuesday Starts), contact Mark. – when they leave the expo, their passes will be swapped to the next group.
	+ Turn in your passes to Mark Mauldin.
	+ \*\*\*Monday set up people do not need passes.
	+ People arriving Weds & Thursday for morning crew, Mark is setting up meeting time and place, and this will be communicated to you.
	+ Arriving  middle of the day Weds & Thurs:
		- Plan A: will need to contact Mark directly for meeting point – parking and crowds get very packed.  Will have a vehicle to move around between gates within the Expo.
		- Plan B: There will be backup contacts to Mark.
		- Plan C: HAVE $10 CASH ON HAND just in case meeting points get complicated.
1. Backdrop/Graphics - Any Additional Information
* Covered.  Shipping: Sunbelt receives shipments, can have someone pick it up, but there is receiving point listed on their website for holding until you get there.
1. Travel: Lodging - Anyone who has not provided UFID's please send to Sarah (spro@ufl.edu) with your schedule, any last minute hotel room requests?
2. Transportation Costs - Reminder
* Reimbursement cost only, no mileage
* Unauthorized expenses may not be covered
* Please ask first; Hastings Office is completing the TARs
* For more information about UF Travel Policy see “Transportation and Related Expenses” 8.A.3 and “Lodging, Meals, and Related Expenses” 9.A.8.f  <http://www.fa.ufl.edu/directives-and-procedures/travel>

\*\*\*Any additional questions:

* Mark is putting together help sheet for parking, food, directions, etc.
* Dress code (jeans, khakis, dress pants – name tags, business cards), Please wear shirt with logo on it – County logos are ok as long as they have the UF logo on also. No color preference.  Lots of walking – tennis shoes, boots - no flip flops, appropriate footwear for a meeting (bring extra pair, changing shoes can be good for achy feet).
* Tracy is putting together overview of our whole theme for visitors
* PLEASE GIVE YOURSELF ENOUGH TIME TO GET IN THE GATE – there is also construction going on right now.  Mark could recommend different gates at different times on his help sheet
* Monday – first group starting 11am – gates close at 5pm, so we need to have enough time for set up by 5pm.
* Need to check internet connections at Expo so we can have what we need