

October 3, 2007

**VEXAG Meeting #4 Logistic Notes – Draft #21 – October 3, 2007**

Greenbelt Marriott Hotel, Greenbelt, MD  
Sunday-Monday, November 4-5, 2007

**Guest rooms**

Block of 75 sleeping rooms at the Government per diem rate (\$188.00 plus tax) **Completed**

**Room set-up**

One main meeting room set classroom style (rectangular tables and chairs) for 100+ people, with two aisles

One head table and two chairs on front left side; table angled so chairpersons can see both screen and audience.

**IT services**

High-speed wireless Internet package for 100 people. Electrical drop and power strips for laptop computer users.

**Audio visual**

1 large screen, 12' x 12'

- Two LCD projectors (one for Mac and one for PC presentations)  
2 laptop computers (one Mac and one PC) to drive the LCD projectors

**OR**

- One LCD projector (that is adaptable to receiving both Mac and PC presentations with easily interchangeable hookups to Mac or PC as needed)

Tabletop space or cart to set LCD projector(s) and laptops on

Podium

Microphones – one tabletop microphone for head table, 1 lapel microphone for speaker, 2 free-standing hand held microphones for audience.

**Break-out Room**

Accommodating 20 people, each day set in (U-shape)

**Registration and handout tables (total 4 tables, 2 chairs)**

Set in hallway outside the meeting room. Two tables for registration, and two for handouts.

**Easel for Welcome to VEXAG poster sign**

Displayed at entrance to meeting room. Are there plans for making this sign?

**Other needs**

Easel, flipcharts, markers, teleconferencing set-up, etc. ?

**Food and beverage**

**Day 1: Sunday, November 4 (Meeting begins in afternoon for a half-day session)**

PM Coffee, cookies, brownies, soft drinks, bottled water for 100ppl.

**Day 2: Monday, November 5 (Full day session)**

AM Coffee, Assorted Juice, assorted breakfast breads, pastries, muffins, fresh fruit for 100 ppl.

Coffee refill at midmorning break for

PM cookies, brownies, soft drinks, bottled water and fresh fruit for 100 ppl.

**Posters** needed from students? **Optional**

**Travel support**

JPL No Fee Consultant Travel (now known as JPL Visiting Independent Advisor Travel) offered to special people presenting on Monday afternoon and also to student participants.

**Coordinator for NASA VEXAG, PATM and OPAG Workshops**

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