



SIGMA Annual Conference  
 November 8 - 10, 2017  
 The Westin Michigan Avenue  
 Chicago, IL

Tuesday, November 7			Location	Notes
All Day		Holding Room available to Administrator and his Staff	Erie (Level 2)	
1.00 pm		Walkthrough with Forrest and Liz for SIGMA Events	Meet at Erie (Level 2)	
Wednesday, November 8			Location	Notes
All Day		Holding Room available to Administrator and his staff	Erie (Level 2)	
1.45 pm	- 2.00 pm	Walk through with Brad Puryear in Ballroom to prep for conversation and see the space	Great Lakes Ballroom (Level 2)	David Baker, President of SIGMA, will join
2.00 pm	- 3.00 pm	Reception with invited guests - Administrator is welcome to slip away for quiet moments at his convenience to prepare for the discussion ( <i>note he is scheduled to leave the reception to be mic-ed up at 2.40pm</i> )	Ontario (Level 2) <i>entry from Erie is available</i>	list of guests will be SIGMA and NATSO Boards and small selection of guests - list sent to Millan and Forrest
2.40 pm		Mic up Administrator and Brad Puyear for on stage discussion	Great Lakes Ballroom (Level 2)	The Administrator can remain in the ballroom "backstage" before the conversation as people enter the room

3.00 pm	-	4.30 pm	SIGMA Opening General Session - Self Introductions of attendees - Conversation with Brad Puryear on stage	Great Lakes Ballroom (Level 2)	Conversation outline sent to Millan and Forrest
4.15 pm			Deadline for Administrator to leave Westin Hotel for flight		Brad Puryear and SIGMA staff will be watching the time on stage to make sure we meet this time