



**NORTH TEXAS
CHAPTER**

SOCIETY OF GOVERNMENT
MEETING PROFESSIONALS

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From the **PRESIDENT**

The leaves are changing and the holiday season is just around the corner. What a wonderful time of year. With the holidays on the way, our chapter is working on collecting books for the Genesis Women's Shelter in Dallas and the Samaritan House in Ft. Worth. Please bring your gently used or new books to the December holiday meeting. If you need us to pick up the books at your office, please let us know. We want your ability to donate to be as smooth as possible. What a fun time of year!



As we move on into December, we start thinking about the Partners in Education Conference that's coming up in February. We have an excellent committee working to bring a great conference to our members. The Austin Capitol Chapter will host this conference, which will be held in South Padre Island, TX February 25 – 27, 2011. Some wonderful speakers are scheduled, and it will be a great opportunity to visit with old friends and make new ones. The registration cost for planners is only \$40.00! The trade show on Saturday will give our planners and suppliers an opportunity to network. Planners can bring their RFPs and look at properties for their future meetings. We look forward to seeing all of you there.

Our Chapter is launching its new website! Please take a look at the new site and send us your feedback. If you have any ideas to make the website work better for you, please contact Theresa Nelson, Rhonda Wise, or Andree Taylor.

As we move into 2011, your Chapter has a lot of good programs set up for you. Please keep an eye out for the meeting invitations and plan to attend.

SGMP is a wonderful organization with many benefits for its members. I am really excited about what's going on in our chapter and the national organization. Get involved. You will be glad you did!

Theresa Nelson
SGMP PRESIDENT

Membership NEWS REPORT

BY ANDREÉ TAYLOR, CGMP

WELCOME NEW MEMBERS

Ms. Julie Bentley, Civil Emergency Manager.....US Army Corps of Engineers

Ms. Lisa Grimmett, National Sales Manager.....Hilton DFW Lakes

SEPTEMBER ANNIVERSARIES

Don DeFeo, Hyatt Regency DFW23 years

OCTOBER ANNIVERSARIES

Nora Borrego15 years

Willie Dozier Sr., CGMP7 years

David Fannin1 year

John Fox1 year

Teri Hensley6 years

Terry Moore5 years

Maugarra Walker-Hazley5 years

Current MEMBERSHIP

Please be sure to remember to renew your membership on time and help us recruit new planner members so we can maintain our ratio.

Total Chapter Membership:	71	
Total Planners:	36	50.7%
Total Suppliers:	35	50.7%

Board BYTES

BY CHARLOTTE DAVIS, CMP

OCTOBER:

The entire SGMP board has voted and approved unanimously to spend up to \$700 on the upgrading of the North Texas Chapter website.

Ask Sue Thomason about the great new CEU submission form that she has developed and produced for members attending accredited chapter education programs. Easy way to keep track of your CEU points!

Look for an invitation in the next few weeks from Brenda Welborn (Special Projects) to attend a fun filled evening of food and games in January at the annual Chapter Fundraiser which this year is a Bowling Tournament.



ADOPTED FOR THE 2011 PARTNERS IN EDUCATION.

BY RHONDA WISE, CGMP

The Partners in Education Conference has adopted the Laguna Madre Humane Society as a community service project during the conference. The “no kill” shelter is located in one of the poorest counties in Texas and has been hit hard in these troubled economic times. “Donations and adoptions are down while pets are being turned in or abandoned in greater-than-ever numbers,” states Jeff Aldridge, Acting Board President of the shelter.

The shelter has two mottos: “Providing Shelter from the Storm” and “Adopt a Pet – Save Two Lives” (the one being adopted and the one that gets to move into the vacated space). One of the shelter’s main projects is to modernize their facility as it has been expanding in a hodge-podge fashion since 1994, when the Humane Society finally took over from the City of Port Isabel.

Laguna Madre is proud to be the only “no kill” shelter in the lower Rio Grande Valley housing close to 250 animals, but they need help in maintaining the facility and caring for the animals. Please give generously before and at the conference; which will be held February 25-27, 2011 at the Isla Grand Beach Resort, South Padre Island.

Each chapter will be taking donations now and up until the conference. The shelter is in need of cash, as well as the following items:

- BLEACH
- FABULOSO CLEANER
- LAUNDRY DETERGENT (HE)
- AJAX/PALMOLIVE
- WASH CLOTHS
- LEASHES
- COLLARS
- TOWELS, ALL SIZES

IMPORTANT: Please do not bring dog food as they have strict diets for their animals. Be generous so these poor animals have a clean, safe place to stay until they’re adopted!



Planner **PROFILE:** NANCY KELLY, CMP



If anyone epitomizes our North Texas Chapter, it's Nancy Kelly. She joined in 1997 and she has served on every single committee at some point during her tenure with SGMP. She has also held the board positions of the Chapter President, Chapter 1st Vice President, Secretary, and Director. In 2010, she chaired the Joint Regional Conference. Nancy has been recognized for her strong involvement. She's received the Sharon Harrison Planner of the Year Award twice, the Shining Star Award four times and the Member's Choice Award.

In addition to SGMP, she is also a member of Phi Theta Kappa (honor fraternity), Certified Meeting Professionals, the American Association of Professional Women, the American Society for Training and Development, and Toastmasters.

Nancy currently serves as the Area Director Office Supervisor in the Social Security Administration (SSA). She has held the position since 2007. She is responsible for planning meetings for 12 field office managers and supervisors. Most of the meetings she plans are in the Houston/Galveston area. Nancy currently supervises 13 people who are mostly down in the Houston area, which is difficult because she only sees them 2-3 times a year. She is also responsible for the staffing and budget for 12 field offices.

Nancy has worked for SSA for 33 years in positions including claims clerk, service representative, claims representative, claims analyst, operations supervisor, training specialist, training coordinator, labor and employer relations specialist, and area director office supervisor. Prior to that, she worked for US Customs Bureau and Veterans Administration, Montgomery Ward and Dairy Queen and she can proudly still make the perfect ice cream cone with a curly cue on top.

Nancy was born in San Pedro, California and she grew up in Long Beach, CA; Albuquerque, NM; Houston, TX. She has lived in California, New Mexico, Louisiana and Oklahoma.

On March 31, 2011, Nancy will retire from government service and will continue her education to receive a Bachelor of Science in Nursing. After she graduates in May 2013, she will pursue employment as a hospice nurse.

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Planner **PROFILE:**
NANCY KELLY, CMP

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Nancy has two grown children, Erin, 31 and Daniel, 22. Erin is a medical assistant for a cardiologist group and Daniel graduates in May 2011 with a BS in Economics. He is planning to go into the Peace Corp in August 2011. Nancy also has a 12 year old granddaughter, Madeleine. Nancy and her husband Charlie have been married for over 10 years. He is a construction superintendent. He recently ventured from residential to commercial construction and successfully completed building three commuter hotels in the DFW area.

When Nancy was 17, a friend wrote a poem to her and it has always helped her endure...

"I've seen you when you stood, too tall to bend beneath the strain; I've viewed you when you trembled and all around you was the rain. And at your darkest hour, it was I who was standing there; I watched you cast off hurt and sadness and never once despair. And when you smile you shun the moon, more glorious than the sun; it is lightly that you walk through life and with glee that you laugh and run."

Please say hello to Nancy
AT THE NEXT MEETING.

Chapter **CHAT**

Carol Abbott with the Mesquite CVB is a new grand mother...
Henley Anais Bradshaw was born on September 28th, 7 pounds 13 ounces
20 inches long. Carol "claims" the baby has already spoken the word
Grandmom! This makes grand child number 5 for their family. CONGRATS!

Lindsey Iles with Crowne Plaza Dallas is expecting her first child.
The due date is April 1st.....and it is a boy!

GOT NEWS?...new job, new baby/
grandbaby, got married or general juicy gossip
about yourself or another SGMP member?
Please contact Kelly Roche @ 972.252.7476 or
email kroche@irvingtexas.com

October Program:

EVERYTHING YOU EVER WANTED TO KNOW ABOUT PLANNING A GOVERNMENT MEETING, BUT WERE TOO AFRAID TO ASK.

BY JOSHUA CRAFT

As Government meeting professionals we all know how much time and effort goes into the planning and execution of a typical government meeting. We understand that we play by a different set of rules when negotiating and contracting government business, on both sides of the table. One of the core values of SGMP is education. This month we were given a unique educational opportunity as Charles Sadler, CGMP, CHSP, CHSC, and Executive Director and CEO of the National Headquarters of SGMP joined us at the wonderful 7th Street Grill for a Q&A session. This was an amazing opportunity for planners and suppliers to come together in a relaxed environment and ask questions that they may not have had an opportunity to ask before. The burgers were good, the networking was great, and the information we received was fantastic!

Shelley Mann, CGMP kicked things off with a brief overview of the Central Contracting Registry (CCR) and the important role it plays in doing business with the Federal Government. All government contractors must be registered in the CCR in order to do business with the government. Charles went on to explain that SGMP is registered as a vendor in the CCR which allows federal planners to have their memberships paid by their supporting agencies. Visit CCR.gov for more great information.

Kelly Roche asked, "What is the biggest challenge government planners' face when planning a government meeting?" Sue Thomason stated that getting paperwork processed and approved was among her biggest challenges. Balancing other responsibilities within the agency and working with either a limited or undisclosed budget were also responses given by some of our valued planners.

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October Program:

EVERYTHING YOU EVER WANTED TO KNOW ABOUT PLANNING A GOVERNMENT MEETING, BUT WERE TOO AFRAID TO ASK.

CONTINUED FROM PAGE 7

We are all accustomed to working with Per Diem rates but perhaps we were not quite sure how those rates are set. Charles was able to break down how the rates are set and what we can do to influence them positively or negatively. STAR Global is the hotel industry standard for reporting room rate and occupancy information across the world. They provide the GSA with the Average Daily Rate (ADR) for cities across the nation; the government then uses this information to set their per diem rates.

The government per diem rate is based on these figures and ensures that the government is paying a fair price that is in line with the market in which their employees are traveling. When ADR goes down for a city, the per diem rate goes down as well. The Federal Government is required by law to pay the per diem rate; hotel suppliers are encouraged to provide value to the government traveler over discounted rates.

Of course these are just a few of the many questions answered during our October program. In addition to this wonderful educational opportunity we also unveiled the SGMP member Bill of Rights. Going forward this will be displayed at all chapter meetings. We will also be handing out surveys after each monthly program. Everyone is encouraged to respond, the feedback received is vital to improving what we all get out of our SGMP membership. October's program was both enjoyable and educational. We are all looking forward to another exciting program next month!

It's ELECTION TIME

BY FANNIE SMITH

What an exciting time! We just finish electing leadership for our country on the local, state, and national levels. Now it's time to start the election process to elect leadership for the North Texas Chapter of the Society of Government Professionals to serve during the 2011-2013 term. A big "thank you" goes out to our current leadership team who has provided outstanding leadership to our chapter. Let's keep this momentum going. Consider nominating someone whose leadership skills will strengthen our chapter.

Within the next few weeks you will be receiving a nomination form. Please don't just toss it aside. Use it to nominate someone who you feel will bring additional skills that will help our chapter continue to grow. We have so much untapped talent in our chapter. Listed below is a description of the duties for various chapter officers. We have also included a timeline with critical dates for the election process.

THE PRESIDENT shall be a government planner or contract planner. The President shall preside at all meetings of the Chapter Board and shall serve as an ex-officio member on all committees, except Nominations and Elections. The President attends annual Joint Leadership meetings. In the Treasurer's absence, the President may be authorized to sign disbursements. The President shall perform such other duties as are necessarily incidental to the office or as may be prescribed by the Chapter Board.

THE FIRST VICE PRESIDENT shall be a government planner or contract planner. The First Vice President shall serve for the President in the absence of the President, or when so requested by the President. The First Vice President shall assume the duties of the President in the case of resignation, death or other cause. The First Vice President shall discharge all other duties as prescribed by the Chapter Board.

THE SECOND VICE PRESIDENT shall be a supplier or contract planner. The Second Vice President shall preside in the absence of the President and First Vice President. The Second Vice President shall perform all other duties as are incident to the office or as may be prescribed by the Chapter Board. The Second Vice President attends annual Joint Leadership meetings.

THE SECRETARY should be a government or contract planner. The Secretary shall be responsible for the proper notification of Chapter Board meetings to its members. The Secretary shall record the proceedings of the Chapter Board and any meetings or sessions as shall be requested by the Chapter Board. The Secretary shall maintain the Chapter official records and the Chapter Policy and Procedures Manual.

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It's ELECTION TIME

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THE TREASURER should be a supplier or a contract planner. The Treasurer shall ensure that accurate financial records of the Chapter are kept in accordance with standard accounting procedures, and shall be responsible, in conjunction with the President, for the safekeeping of funds in such depositories as are approved by the Chapter Board. The Treasurer shall submit a written report on the financial standings of the Chapter when called for by the Chapter Board or the President. The Treasurer may be the principal signatory on all disbursements, and shall chair the Budget and Finance Committee.

THE IMMEDIATE PAST PRESIDENT serves in an advisory capacity to the Chapter Board and is a voting member of the Chapter Board. Additional duties and related activities may be assigned as needed by the Chapter Board. If, for some reason, the Immediate Past President cannot serve, the members of the Chapter Board may appoint another past president.

THERE WILL BE THREE DIRECTORS, one a government planner, one a supplier and one either a government or contract planner or supplier. Directors may serve as committee liaisons and perform all duties and related functions as directed by the Chapter Board.

Note: There is limited flexibility in the membership categories of Chapter officers as long as meeting planners are in the majority. For instance, if a supplier filled the Secretary position and a government planner filled the Treasurer position, the balance on the Chapter Board would be maintained. However, if the Treasurer and Secretary positions were each filled by a supplier, then only ONE of the Directors elected could be a supplier, because the Chapter Board would be at the maximum of four supplier officers. The remaining positions would have to be filled by government and contract meeting planners. More on this can be found in the Chapter Policy and Procedures Manual in Appendix H of the handbook.

Some government regulations may prohibit planners to serve in the Treasurer Position; therefore, verification should be obtained with their agency policies and procedures prior to accepting that position. Retired members cannot be nominated to hold an elected office on a Chapter's Board of Directors. They may hold the non-elected position of Immediate Past President. The Immediate Past President is the Chair of the Nominations and Elections Committee.

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Bowling TOURNAMENT

BY BRENDA WELBORN

Start practicing your bowling! This year we will have a Bowling Tournament in the Winter and Golf Tournament in the Spring. We are hoping to get more people involved in the Golf Tournament this year so we are working on putting together golf lessons for anyone interested.

Thank you for your continued support through raffle items and all of our fundraisers. Please keep the raffle prizes rolling in. Speaking of prizes, the Joint Conference Committee is looking for donations for the Auction. Anyone that is interested in donating to the Joint Conference or joining the Special Events Committee for the North Texas Chapter, please give me a call (972)808-5381.

It's ELECTION TIME

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NORTH TEXAS CHAPTER OFFICER NOMINATION AND ELECTION TIMELINE 2011-2013

Jan. 25, 2011	Nominations and Elections Chairperson confirmed (Usually Immediate Past President, and confirmation made at December board meeting)	Mar. 11, 2011	Bios of candidates due to Nomination and Elections Chair
Jan. 31, 2011	Notification of Nominations and Elections Chair and committee members sent to National by N&E Chair	Mar. 24, 2011	Election ballots mailed to chapter members.
Feb. 10, 2011	Nominations discussed at the February Chapter meetings (members encourage to think about running for office)	April 8, 2011	Ballots due to Nominations and Elections Chairperson; may be mailed or vote may be cast at the April 7, meeting.
Feb. 16, 2011	Letter to membership soliciting nominations	April 19, 2011	Winners notified by phone by N&E Committee
Feb. 28, 2011	Reminder letter sent to membership	May 12, 2011	Results of election or slating announced at chapter meeting
Mar. 3, 2011	Nominations due to Nominations and Elections Chairperson	June 9, 2011	Installation of officers
Mar. 10, 2011	Nominees announced at March chapter meeting		

Where Are You **HEADED?**

BY DON COPPINGER, CGMP

November is National Career Development Month. Regardless of the type of job you have, whether a supplier or a planner, we are all very interested in where our careers are going. However, we must ask ourselves the question, "What am I doing about it?" Have you set a goal for where you would like to be in two years, five years, 10 years? Do you have a mentor? Have you developed a career plan? We all want to excel in what we are doing; we want to do the best we can. Take this month to reevaluate where you are in your career and where you are going.

Having said all of this, you may ask, "What does my career have to do with Honors and Awards?" It has a lot to do with it. Think about what an award or a special recognition has meant to you in the past for a job well done or a project you completed successfully and how it may have benefited you in your career.

Now, think about "Honors and Awards" in two ways. Is it wrong to work for an award? We do not usually do things thinking, "I hope I get an award for this," but people are watching and you can be rewarded for going above and beyond. Secondly, look around you and see those with whom you associate and if they are worthy, recognize them by nominating them for an award.

You will be surprised at how "rewarding" it feels to get an award and to recognize one and you may just jumpstart your career or that of someone you know. Are you a SHINING STAR? If not, become one and see what it will do for your day and your career!

SGMP *Continuing Education Units (CEU)*

BY SUE THOMASON

The Gilmer Institute of Learning developed several educational programs for chapters to utilize that are approved for CEU credit. The North Texas chapter strives to have the majority of our programs approved for CEU credit and developed a way to issue CEUs to you following each meeting. Simply leave your business card or email information with a member of the Program Committee at the end of our monthly meetings. An Adobe .pdf form will be sent to you via email. Complete the form, print it for your records and email it back to the sender. The master form tracks those completed forms and submits a list of members earning CEUs each month to the Gilmer Institute of Learning for their records. Please contact Sue Thomason at sue.thomason@fda.hhs.gov for more information.

The Hospitality/Committee
ANNOUNCING OUR
HOLIDAY CHARITY FOR 2010!

BY NORA BORREGO

THE NORTH TEXAS CHAPTER OF SGMP MEMBERS WILL BE CONDUCTING A BOOK DRIVE FOR THE HOLIDAYS TO BENEFIT THE FOLLOWING LOCAL ORGANIZATIONS.

GENESIS WOMEN'S SHELTER is under the umbrella of Shelter Ministries of Dallas. Genesis Women's Shelter began operating as a safe haven for abused women and their children in January of 1985. In 1993, it was apparent that there were many women and children who needed the Counseling and Case Management component of their services, but did not require the housing element of the Shelter services. In order to answer this growing need, the Outreach Office opened its doors and has since expanded 3 times, most recently in 2008. Genesis addressed the critical need for transitional housing in 1998, with an 18-month program called "Annie's House" located directly behind the Shelter. Community Housing, their off-location 18-month transitional housing, opened in 2004, to provide safe housing in a different part of Dallas. All of their programs offer free counseling and case management to help women recover from the deleterious impact of domestic violence as well as navigate the complex legal, medical, law enforcement systems so that a woman can effectively provide self-sufficiently and safely for herself and her children.

SAMARITAN HOUSE was originally established in 1993. It was located on the north side of Ft. Worth and was essentially a 32 room hospice. Samaritan House moved to its current location in 2001 to an old nursing home, which was completely remodeled. It consists of 60 single room occupancy apartments. Each room has a private bathroom, small refrigerator, and microwave. All meals are provided, breakfast, lunch, and dinner. To qualify to live in Samaritan House you must provide documentation of homelessness, and of a positive HIV status. In the house there is a case manager, a Licensed Chemical Dependency Counselor, and a Registered Nurse. In 2001 The Villages at Samaritan House opened. These are 1, 2, and 3 bedroom apartments. 80% of the apartments are set aside for someone in the household living with HIV/AIDS, and the other 20% are set aside for someone in the family to be living with a documented disability. The residents in these apartments also have access to a case manager, and a Licensed Chemical Dependency Counselor. The apartments are income restricted for singles, couples and children living in the apartments. Residents of the Samaritan House and The Villages are eligible to participate in a variety of programs which include: Treatment, Education, Financial Education, Literacy/GED Prep and Back to Work. They also do programs for the kids and conduct between 4 – 6 field trips a year. They also help provide school clothing and supplies, and have an Angel Tree at Christmas time.



Questions or to find out how you may get involved, please contact me at: nborrego@sheraton-arlington.com

Nora Borrego

Supplier **PROFILE:** SHELLEY MANN

BY RHONDA WISE, CGMP

My profile for this month for a new member fell through, so I'm going to highlight a current member who's been around for a while. Some of you know her, and even though you do, you may not know some things about her. For those of you who don't know her at all, you're going to learn quite a bit about one of our very knowledge supplier members!



Shelley Mann, CGMP, is the Sales Manager, Worldwide Accounts, for Hilton Worldwide. She has been with them for 5½ years. She started off in the industry fresh out of college at the Four Seasons Resort and Club in the food and beverage department. Deciding she was more interested in Sales and Catering, she was transferred into Sales as an Administrative Assistant. Her first sales position was with the Crowne Plaza Suites Park Central doing cluster sales for the Crowne Plaza Suites Park Central, Harvey Hotel Dallas, and Bristol House. Later, the Crowne Plaza North Dallas/Addison was added to her properties. Looking for a change, she moved to the Radisson Hotel Central Dallas where she took over the government market where she remained for three years before moving to her current position with Hilton Worldwide. She has been honored to head their Government Vertical Market team at Hilton. Shelley says this gives her the opportunity to not only focus on government business opportunities for their 3400 hotels nationwide but also to focus on educating the hotels on how to work with the government market.

As an SGMP member for nine years, Shelley became involved immediately. She has been to every national conference since 2003, attended the joint educational conference in 2003 and 2004, was the co-chair for the programs committee, committee chair for special events, committee chair for hospitality/community service, and a member of the newsletter and honors and awards committees. Shelley also was a member of the National Newsletter of the Year Committee at one time. As you can see, she jumps in and gets involved! On another note, she plans to run for the national board in the 2011 election!

I think it's really interesting how Shelley got started in the Hospitality Industry. She took principles of food science as an elective in college while a business major and discovered there was this whole program called Hospitality! She changed her major and never looked back!

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Supplier PROFILE: SHELLEY MANN

CONTINUED FROM PAGE 14.

Born in Dallas at Baylor University Medical Center (where Shelley's mother works), Shelley is one of the fewer and fewer native Texans in the area! She grew up in Lake Highlands and attended a small private school in Lakewood. She has one younger brother who also lives in the area with his wife and her two precious nieces. The only time she left the Dallas area was to attend Stephen F. Austin State University and her vacations and work travels!

She is currently single and settling into her new home in Little Elm. She is blessed with being able to work from her house. The most memorable event in Shelley's life to this point was getting SCUBA certified as it opened up a whole new world for her – the oceans! She says it is amazing and so peaceful under the sea.

Shelley's favorite quote is: **LONELINESS AND THE FEELING OF BEING UNWANTED IS THE MOST TERRIBLE POVERTY. - MOTHER TERESA**

Be sure and welcome Shelley
WHEN YOU SEE HER AT THE NEXT MEETING!

CGMP- *Did You Know?*

BY RHONDA WISE, CGMP

- SGMP has a total of 426 CGMPs nationally?
- SGMP can reimburse planner and supplier members up to \$250 for the CGMP exam fees, under certain conditions, after they pass the exam? Applicants for reimbursement must be members in good standing for no less than one year, must have demonstrated active participation in SGMP activities (active participation is defined as service as a board member or committee chair, active committee involvement, or contribution of newsletter articles or presentations), and must apply for reimbursement using the CGMP reimbursement form (on SGMP website) within 90 days from initial certification.
- Chapters are authorized to reimburse CGMP fees? It's up to each chapter to decide whether it's something they can afford to do or not.
- That after being a CGMP for three years you must recertify?

This and much more information can be found on the SGMP website at www.sgmp.org. Then you will need to click on the CGMP Certification tab.

Please feel free to send me an email at wise.rhonda@dol.gov or call me at 972-850-4529 if you have any questions.



REBATE ON YOUR NEXT MEETING



SHEER SIZE IS ONLY PART OF THE STORY. Hyatt Regency Dallas has plenty of space – 160,000 square feet for meetings and events. After a \$63.5-million renovation, it's truly spectacular. But the real beauty for meeting planners is how flexible it is. From expansive ballrooms to meeting rooms filled with natural light, space can be configured and reconfigured for your needs. All this, plus AAA Four-Diamond hospitality at the hotel closest to the Dallas Convention Center. Call 214 712 7255 or visit www.hyattreply.com/great.

BOOK NOW

YOU'RE MORE THAN WELCOME



Powerful PowerPoint **PRESENTATIONS**

BY IRIS GARCIA-PIÑEIRO

Hyatt Regency DFW hosted our September 9, 2010 luncheon where Theresa Nelson, our Chapter's President, led the attendees with a presentation on Powerful PowerPoint Presentations. Theresa discussed ways to create and deliver solid power point presentations by defining the objectives below.

1. KEEP THE ATTENTION

- Test the Viability
- Show the presentation to outsider
- Does it energize you?

2. GET TO THE POINT

- Know your audience
- Why are you there?
- What do they **NEED** to know

3. PICTURES, COLORS, WORDS

- Make pictures relevant
- Colors can be dangerous
- Remember to focus on your point

4. FLOW

- The **BEGINNING** of your presentation should include: Who, What, Where, When and Why
- The **MIDDLE** of your presentation should be the HEART of your message
- The **END** of your presentation should include final remarks / wrap up

AUDIO VS. VISUAL

- During your presentation, don't talk about your visuals during the presentation.
- Pace yourself
- Synchronize
- Keep slides **UP – TO – DATE**

Theresa showed us additional stunning tips on how to enhance your presentation including animation schemes, slide transitions action buttons and how to blacken your presentation from the screen by clicking, "B." We appreciate Theresa's discussion of this topic. Please don't miss the next opportunity to get together and discuss another interesting topic!

Luncheon Host

Property Name:

HYATT REGENCY DFW

2334 N. INTERNATIONAL PARKWAY / DFW AIRPORT, TX /75261

Year Built: **1980**

Date of Last Renovation: **2009**

Amount of Meeting Space: **92,000 Sq. Ft.**

Sq. Ft. of Largest Room: **21,120**

Number of Guestrooms: **811**

Number of Suites: **17**

Sales Person: **Don DeFeo (Senior Sales Person)**

Sales Phone: **(972) 615-6716**

Fax: **(972) 615-6825**

Email Address: **don.defeo@hyatt.com**

Website: **www.dfwairport.hyatt.com**



WHAT MAKES YOUR FACILITY SPECIAL:

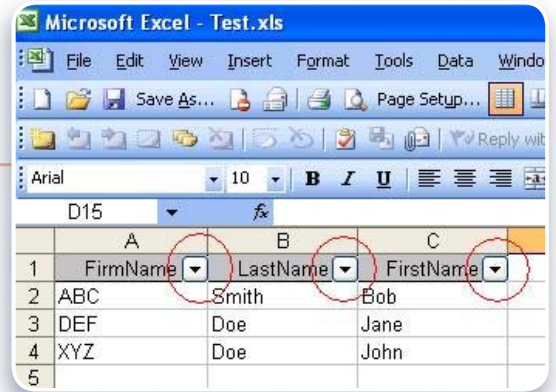
Superb central location in the heart of the DFW Metroplex. Extensive function space, 95% on one level of Hotel. Free self-parking and complimentary transportation from terminals at DFW Airport. Total renovation/remodeling completed in 2009.



Important MEETINGS

10 EXCEL SECRETS EVERYONE SHOULD KNOW!

NOVEMBER 4, 2010 / MARRIOTT AT LEGACY TOWN CENTER 7120 DALLAS PKWY, PLANO, TEXAS / 11 A.M. - 1 P.M



You receive an e-mail from your manager asking you to create a report of some sort to send to a client. You have to make sure they can't manipulate the information. Can you do this in Excel?

Do you know how to track your telephone calls in Excel?

Do you know how to use Auto Filter? Do you know how to link information between files in Microsoft Excel?

If your boss asked you to set up a spreadsheet so that you could track dollar amounts, would you be able to "do the math" in Excel?

If you say no to any of these questions (and several more) you should plan to attend the November meeting! You will learn many useful concepts that will help both planners and suppliers efficiently take on tasks in their offices.

EVENT PLANNING

DECEMBER 9, 2010 / AMERICAN AIRLINES TRAINING & CONFERENCE CENTER / FT WORTH, TEXAS / 11A.M. - 1 P.M.

We want to help you make your event energizing, fun, memorable, and within budget! We'll focus on arranging your décor! What can you do to make your event more exciting and cost less?

Are you good at decorating tables and making centerpieces? We're going to have a contest to see who can decorate the best table. Prizes will be awarded to the winning team!

After decorating the tables, our own Ruth Bilbo will discuss the do's and don't's of event planning.

It's also our holiday party and silent auction. Bring your checkbooks and be ready to buy gifts for the holidays.

PLUS we are collecting books for our two charities, Genesis Women's Shelter in Dallas and Samaritan House in Ft. Worth. Please bring your gently used or new children's books and Literacy/GED prep books to the meeting.



Calendar of EVENTS



North Texas Chapter of SGMP
PO Box 214834
Dallas, TX 75313-4834

2007 Newsletter of the Year
1999 Chapter of the Year
1998 Newsletter of the Year
1998 Program of the Year
1997 Chapter of the Year

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Chapter web site: www.sgmpnorthtexas.org

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Theresa Nelson and
Rhonda Wise, CGMP

National Board:

Kelly Roche, CGMP, Supplier Director
Rhonda Wise, CGMP. GIL Trustee

NOV 2010

10 EXCEL SECRETS
EVERYONE
SHOULD KNOW

HOST: MARRIOTT AT
LEGACYTOWN CENTER

DEC 2010

HOLIDAY
PROGRAM -
EVENT PLANNING

HOST: AMERICAN
AIRLINES TRAINING &
CONFERENCE CENTER

JAN 2011

WEB PAGES & WEB
PRESENCE (SOCIAL
NETWORKING)

HOST: CROWNE PLAZA
DALLAS

FEB 2011

"MOVE
BABY MOVE"

HOST: CROWNE PLAZA
MARKET CENTER

MAR 2011

HOTEL SAFETY
AND SECURITY

HOST: IRVING
CONVENTION CENTER

APR 2011

UNCOVERING
NORFOLK

HOST: DOUBLETREE
CAMPBELL CENTER

MAY 2011

DBTAC -
DISABILITIES &
TECHNOLOGY

HOST: HYATT REGENCY
DALLAS

JUNE 2011

AWARDS
BANQUET - AN
EVENING AFFAIR!

HOST: WARWICK HOTEL

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