**PARTICIPANT AGENDA**

**ISSUE AREA TECHNICAL TEAMS AND PROJECT TEAMS MEETING**

**FEBRUARY 25-26, 2014**

**Location:**

*Holiday Inn Express, Historic District*

*199 East Bay Street, Savannah, GA 31401*

*912-231-9000*

*www.staysmartsavannah.com*

**Objectives**

Participants will:

1. Learn more about EPT activities, including how a GSAA regional driver may influence future IATT activities.
2. Discuss and coordinate implementation of Issue Area Technical Team (IATT) 2014 Work Plans, including partner roles and use of IATT Seed Funds.
3. Identify opportunities for shared implementation approaches through cross-coordination discussions.

**Roles**

EPT members – identify where priorities align with their organization, provide opportunities for resources/support/guidance.

Project Teams – provide perspective on how project can continue to contribute to the priority areas and suggest ideas for external expertise in supporting implementation of IATT work.

IATTs – coordinate implementation of priority areas and continue to pursue opportunities for cross-coordination.

**Additional Details:**

* Since much of the meeting will focus on brainstorming and group work, the dress code is casual.
* A working lunch will be provided on February 25th. Please be sure to register by February 3rd so we have accurate catering counts and can respond to any dietary restrictions.
* Free wireless internet is available throughout the hotel and meeting space.

*DAY 1 – Tuesday, February 25*

|  |  |  |
| --- | --- | --- |
| 8:00 – 8:30 | **Registration****Total time: 30 min** |  |
| 8:30 – 9:00 | **Welcome, introductions, overview of meeting goals/objectives****Total time: 30 min** | General Session |
| 9:00 – 9:45 | **EPT Presentation – Current activities** Objective: Learn more about EPT activities, including how a GSAA regional driver may influence future IATT activities.**Total time: 30 min + 15 min Q&A** | General Session |
| 9:45 – 10:00 | **Break****Total time: 15 min** |  |
| 10:00 – 11:45 | **Team Meetings**Objective: Team members reconnect and address individual team business, including assessing progress on current work and identifying next steps. **Total time: 1 hr 45 min** | Breakout Sessions |
| 11:45 – 1:00 | **Lunch****Total time: 1 hr 15 min** |  |
| 1:00 – 4:50(embed break) | **Team Meeting Time and Cross Coordination Breakout Discussions**Objective: Team members address individual team business, and hold discussions with other teams to identify where coordination might be possible.**Total time: 3 hr 30 min (+ 20 min break)** | Breakout Sessions |
| 4:50 – 5:00 | **Wrap up****Total Time: 10 min** | General Session |

*Day 2 – Wednesday, February 26*

|  |  |  |
| --- | --- | --- |
| 8:30 – 8:45 | **Welcome, Review of Day 1****Total time: 15 min** | General Session |
| 8:45 – 10:15 | **Team Meetings**Objective: Team members address individual team business, including assessing progress on current work and identifying next steps. **Total time: 1 hour 30 min** | Breakout Sessions |
| 10:15 – 10:30 | **Break****Total Time: 15 min** |  |
| 10:30 – 11:30 | **Report out – Next Steps**Objectives: Teams are aware of one another’s Next Steps for 2014 Work Plans.**Total time: 60 min** | General Session |
| 11:30 – 12:00 | **Wrap up and close****Total time: 30 min** | General Session |