



# The Agriculture Program

THE TEXAS A&M UNIVERSITY SYSTEM

Jack K. Williams Administration Bldg., Suite 113

2142 TAMU College Station, Texas 77843-2142

Phone 979.845.4747 Fax 979.845.9938 <http://agprogram.tamu.edu>

Office of the Vice Chancellor for Agriculture and Life Sciences

November 7, 2005

(Via electronic mail)

## MEMORANDUM

**TO:** Department Heads, COALS/TAES/TCE  
Department Heads, CVM  
Resident Directors, TAES  
District Extension Administrators, TCE  
County Extension Directors, TCE  
Regional Program Directors, TCE  
Non-Departmental Extension Program Leaders  
Directors, Texas Forest Service and Texas Veterinary Medical Diagnostic Laboratory  
Agriculture Program Administrative Services - Directors/Managers  
Directors of Institutes

**SUBJECT:** 2006 Texas A&M Agriculture Conference – Call for Pre-Conference Workgroup Meetings, Workshops, Professional Development Sessions, Symposia and Seminars

Planning is well underway for this year's 2006 Texas A&M Agriculture Conference that will be held during the week of January 9. This annual conference offers your department/unit/center an opportunity to convene faculty and colleagues from throughout the state by offering workshops, professional development sessions, symposia, seminars, or team meetings as pre- and post-conference sessions. To assist you in your planning efforts, the "preliminary" conference schedule is as follows:

### Monday, January 9, 2006

Afternoon	Conference Registration Begins - 2 <sup>nd</sup> Floor, Rudder Tower
Noon - 5:00 p.m.	Miscellaneous committee/work group meetings <i>[scheduled upon request by work groups, etc .....]</i>
Noon - 5 p.m.	Undergraduate/Graduate Poster Competition - Rudder Exhibit Hall

### Tuesday, January 10, 2006

8:15 - 11:30 a.m.	<b>KEYNOTE GENERAL SESSION</b> - Rudder Theatre
11:45 am - 12:45 pm	Networking Luncheon - MSC
1:00 - 2:30 p.m.	Excellence in Research General Session
1:00 - 2:30 p.m.	Excellence in Extension General Session

---

#### Universities

Prairie View A&M University—College of Agriculture and Human Sciences,  
Cooperative Agricultural Research Center, and Cooperative Extension Program  
Tarleton State University—College of Agriculture and Human Sciences  
Texas A&M University—College of Agriculture and Life Sciences, College of Veterinary Medicine and Biomedical Sciences  
Texas A&M University-Commerce—Department of Agricultural Sciences  
Texas A&M University-Kingsville—College of Agriculture and Human Sciences  
West Texas A&M University—College of Agriculture, Nursing, Science and Engineering

#### Agencies

Texas Agricultural Experiment Station  
Texas Cooperative Extension  
Texas Forest Service  
Texas Veterinary Medical Diagnostic Laboratory

## MEMORANDUM

November 7, 2005

Page 2

### Tuesday, January 10, 2006 [continued]

- 3:00 p.m.            **AWARDS CONVOCATION** [presentation of Vice Chancellor's Awards in Excellence, Poster Competition, Extension Superior Service Awards, TAES Faculty Fellows and TCE Partnership Awards] - Rudder Theatre
- 5:15 - 7:00 p.m.    Reception for Award Recipients, Family and Conference Registrants

### Wednesday, January 11, 2006

- Morning            Meetings of Academic Departments, Centers and/or Institutes
- Noon - 5:00 p.m.    Miscellaneous committee/work group meetings *[scheduled upon request by work groups, etc]*
- 1:00 - 3:00 p.m.    Texas A&M Agriculture Administrative Heads Meeting

### Thursday, January 12, 2006

- Morning            Excellence in Teaching General Session
- Miscellaneous committee/work group meetings *[scheduled upon request by work groups, etc]*

[The date/time of the Administrative Support Staff Mini-Symposium is pending.]

Please distribute this information and the attached meeting request form to faculty in your department who may be interested in scheduling a meeting during the 2006 Texas A&M Agriculture Conference. We are also contacting all individuals who held workshops/meetings last year regarding their interest in hosting a similar workshop/seminar/meeting this year as well. In scheduling an activity, please complete the attached information indicating the nature of the session (workshop, meeting, etc...), the presenter(s) or meeting chair, and preferences for day or time. You must return this form if you wish to have a room scheduled for your meeting and have it appear on the conference website, registration information and final printed program. Toni Beamon and I will be coordinating the schedule and assisting you with specific room and meeting needs. ***Please return the attached form to Toni Beamon via fax (979/845-9938) by Friday, November 18.*** Registration for this year's conference will begin in early December, and additional program information will be distributed at this time.

Thanks for your cooperation. We look forward to assisting you at the 2006 Texas A&M Agriculture Conference.

*Via electronic mail*

Patricia W. Gerling  
Assistant Vice Chancellor for University and System Relations

Attachment

xc: Vice Chancellor's Cabinet  
Agriculture Program Executive Committee  
Vice Chancellor's Staff  
Council of Agricultural Administrators

**2006 Texas A&M Agriculture Conference  
Workshop / Seminar / Program Information**

**Topic/Program:** \_\_\_\_\_

**Preferable Date/Time of Program/Activity:** \_\_\_\_\_

**Open to all conference attendees or intended for a specific group?** \_\_\_\_\_

**Room Needs (approx. size of group; # of participants)** \_\_\_\_\_

**Lecture Set-up (only chairs):** \_\_\_\_\_ **Workshop Set-up (tables/chairs):** \_\_\_\_\_

**Meeting Style: Conf. Table** \_\_\_\_\_ **or Hollow-Square** \_\_\_\_\_

**Other (please describe)** \_\_\_\_\_

**Special Needs: Slide Projector** \_\_\_\_\_ **Overhead Projector** \_\_\_\_\_

**Podium** \_\_\_\_\_ **Computer/ethernet connection** \_\_\_\_\_

**Other (equipment/tables, podium, microphone, etc....)** \_\_\_\_\_

**Name of Contact / Requesting Party:** \_\_\_\_\_

**Telephone #** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Additional Notes:** \_\_\_\_\_

**CONFIRMED INFORMATION (to be completed by Vice Chancellor's Office)**

**Room Assigned:** \_\_\_\_\_

**Date / Time:** \_\_\_\_\_

**Room Set-Up: Lecture:** \_\_\_\_\_

**Workshop:** \_\_\_\_\_

**Meeting: Conference Table** \_\_\_\_\_ **OR Hollow-square** \_\_\_\_\_

**Other:** \_\_\_\_\_

**Special Needs: Slide Projector** \_\_\_\_\_

**Overhead Projector** \_\_\_\_\_

**Podium** \_\_\_\_\_

**Computer/Ethernet connection** \_\_\_\_\_

**Other** \_\_\_\_\_

**DEADLINE FOR MEETING ROOM REQUESTS is Friday, November 18 to Toni Beamon - 979/845-9938 FAX**