

**Agenda for IR-4 National Education Conference
Feb. 28-Mar. 1, 2017
Rosen Centre Hotel - Orlando, FL**

(color shading key: **yellow** = all attendees together; **green** = field-specific sessions; **blue** = lab-specific sessions)

Tue 2/28 am		
	OPENING/GENERAL SESSION (Ballroom G)	Presenter/lead
7:00 – 8:00 am	Registration (outside Ballroom G) and Breakfast (Signature 1 room)	---
8:00 – 8:15 am	Welcome to NEC/Introduction of Agenda Self-introductions (HQ and Canadian attendees)	Kunkel/Starner
8:15 – 8:30 am	“Opening Ceremonies”	Hengel/Beran
8:30 – 8:45 am	Self-introductions (Western Region/ARS attendees)	---
8:45 – 9:45 am	“State of IR-4” Address (including Successes/Challenges, Path Forward/ Organizational Assessment, Lab/Field efficiency committees, etc.)	Baron
9:45 – 10:00 am	Self-introductions (Southern Region/ARS attendees)	---
10:00 – 10:25 am	Break (outside Ballroom G)	---
10:25 – 10:45 am	Project Manage. Comm. look at IR-4 Process Improvements	Wise
10:45 – 11:05 am	Impacts of International Activities on IR-4 Research	Kunkel
11:05 – 11:20 am	Self-introductions (Northcentral/Northeast Region/ARS attendees)	---
11:20 – 11:45 am	Update of IR-4’s eQA System & Web-based Master Schedule	Barkalow
11:45 am -1:00 pm	Lunch (Signature 1 room)	---

Tue 2/28 pm		
	FIELD SESSION (assigned tables – Ballroom G)	Presenter/lead
1:00 – 1:45 pm	FDB/protocol changes for 2017; Review of FDB Guidance Document	Samoil; Batts/Samoil
1:45 – 2:45 pm	Review of IR-4 Operational Handbook; GLP roundup – QA Top Findings	Kunkel; Beran
2:45 – 3:00 pm	Review of IR-4 Advisory process, current Advisories, etc.	Starner
3:00 – 3:30 pm	Break (outside Ballroom G)	---
3:30 – 4:45 pm	Field-specific roundtable session; each table gets topics/issues to discuss/prepare summary to report to all	Ross/Beran/ Sturman
4:45 – 5:15 pm	Summary/recommendations from each table	Table leaders

Tue 2/28 pm		
	LAB SESSION (Salon 17)	Presenter/lead
1:00 – 2:00 pm	Sample Preparation	Agilent
2:00 – 3:00 pm	Instrumental Analysis	Agilent
3:00 – 3:30 pm	Break (outside Ballroom G)	---
3:30 – 5:00 pm	Difficult projects	Hengel

Tue 2/28 6:00 – 8:00 pm	Reception (poolside or Signature 1 room)	----
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Wed 3/1 am		Presenter/lead
7:00 – 8:00 am	Breakfast (Signature 1 room)	---
	FIELD/LAB ROUNDTABLE SESSION (Ballroom G)	
8:00-9:30 am	FRD/LRD/SD/QA assigned to all tables; each table gets topics/issues to discuss/prepare summary to report to all	Ross/Beran/ Sturman
9:30-10:00 am	Summary/recommendations from each table	Table leaders
10:00 – 10:30 am	Break (outside Ballroom G)	---

Wed 3/1 am-pm		
	FIELD SESSION (Ballroom G)	Presenter/lead
10:30 – 11:15 am	QA/QC responsibilities/Q&A	Barkalow/Lennon
11:15 – 11:45 am	Failed field trial assessment Summary/Q&A	Wise
11:45 am – 1:00 pm	Lunch (Signature I room)	---
1:00 – 3:00 pm	Regional breakout sessions (ARS joint with regions) – if sessions end early, complete this time segment with general networking opportunity, website/database training (Salon 18 – WSR; Salon 19 - SOR, Ballroom G – NER & NCR) IR-4 Website Database “Training” (Ballroom G - optional for everyone – bring your questions!!!)	RFC Bierbrunner/Starner

Wed 3/1 am-pm		
	LAB SESSION (Salon 17)	Presenter/lead
10:30 – 11:15 am	Sample processing	Hengel
11:15 – 11:45 am	Review of IR-4 Operational Handbook	Kunkel
11:45 am – 1:00 pm	Lunch (Signature 1 room)	---
1:00 – 1:30 pm	Review of Lab Guidance Document	Erhardt
1:30 – 2:10 pm	GLP Refresher Training/Sherita’s Top 10	Normington
2:10 – 3:00 pm	Practical applications and Logistics	Carpenter

Wed 3/1 pm		
	FINAL GENERAL SESSION (Ballroom G)	Presenter/lead
3:00 – 3:30 pm	Break (outside Ballroom G)	----
3:30 – 3:45 pm	2017 NEC Summary/Awards	Baron/Kunkel/ Starner
3:45 -4:30 pm	“Closing Ceremonies”	Hengel/Beran