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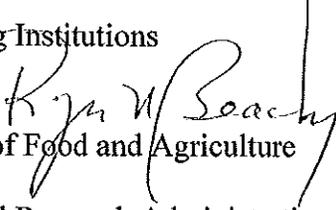
United States
Department of
Agriculture

Research,
Education, and
Economics

National Institute
of Food
and Agriculture

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Washington, DC
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TO: State Extension Directors/Administrators
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FROM: Roger N. Beachy 
Director, National Institute of Food and Agriculture

SUBJECT: 2011 National Extension and Research Administrative Officers'
Conference (NERAOC)

The 2011 National Extension and Research Administrative Officers' Conference (NERAOC), formerly called the CSREES Administrative Officers' Conference, which will be hosted by the University of Alaska Fairbanks will be held at Hilton Anchorage, located in the heart of Downtown Anchorage, 500 West Third Avenue, Anchorage, Alaska, May 22-25, 2011.

The Conference provides state participants with the opportunity to share information with their peers in budget, finance, grants management, human resources management, and diversity.

The 2011 Program Planning Committee is busy developing an agenda for the Conference, coordinating speakers for the general sessions and seventy breakout sessions, and assisting the host institution with preparations for the event.

Until March 31, 2011, the early bird registration fee for attendees is \$550.00. The fee for registrations made April 1 – May 13, 2011, is \$600.00. Registrations received after May 13, 2011, are considered late registrations and will be at a cost \$650. Online registration ends May 13, 2011, at which point you will need to contact Alaska Destination Specialists at (907) 276-5550 or register onsite. All one day registrations completed after May 13, 2011, will incur a \$50 late fee per person. To register online and access comprehensive information about the Conference, including the agenda and breakout session description information, visit <http://www.uaf.edu/neraoc2011/>.

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Please make your hotel reservations as soon as possible. Please give the group/conference code NERAOC to receive the discounted rate.

If you have any questions about the Conference that are not answered by the website, please contact Brenda Barnett, at (202) 401-6520 or bbarnett@nifa.usda.gov.