



# Meeting Planner BOOT CAMP

Wednesday, March 7, 2007  
Fort Wyndham, RTP  
4620 South Miami Blvd  
Durham, NC 27703



*All events will take place in Garden Café unless noted.*

- 8:30 – 9:30 a.m.            REGISTRATION
- CONTINENTAL BREAKFAST AND TRADESHOW
- 9:30 a.m. – 12:00 p.m.    PRESIDENT’S WELCOME  
   Monica Glover, NC SGMP President
- GENERAL SESSION  
*If it ain’t raining, it ain’t training, how a true leader can make the best of any situation.*  
   By Major General Charles Sadler, CHSP, Deputy Director of SGMP
- 12:00 – 1:30 p.m.            SPONSOR TIME
- LUNCH AND TRADESHOW
- 1:30 – 2:00 p.m.            BASIC TRAINING TRACK 1  
*Chain of Command...How to communicate with your General.*  
   By Lieutenant Commander, Nancy Lowe, CMP, NC Medical Society
- 2:00 – 2:30 p.m.            BASIC TRAINING TRACK 2  
*Survival tips for the Mess Hall.*  
   By Colonel Kathy Norris, CMP, Blue Cross Blue Shield of NC
- 2:30 – 3:00 p.m.            PM BREAK AND TRADESHOW
- 3:00 – 3:30 p.m.            BASIC TRAINING TRACK 3  
*15 mistakes to Avoid Running the Platoon into Danger.*  
   By Colonel Kathy Norris, CMP, Blue Cross Blue Shield of NC
- 3:30 – 4:00 p.m.            BASIC TRAINING TRACK 4  
*Field Day tips...How to Pass a Command Inspection.*  
   By Admiral Alison Harding, GlobalKnowledge
- 4:00 p.m.                      DRAWING AND ADJOURNMENT

# **PRESENTER BIOS**

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## **Charles S. Sadler, CHSP - *Deputy Director SGMP***

Charles left a position as a Director of Sales & Marketing with Starwood Hotels in July 2005 to become SGMP's first Deputy Director. He has held several different positions on the SGMP National Board:

Past National SGMP Treasurer

Past 2<sup>nd</sup> National Vice President

Past Supplier Director National Board

As Deputy Director Charles is responsible for the Annual Education Conference, Chapter Relations and The Looking For Leaders Program. Most recently his proposal to the board help reshape the Education Foundation into the Gilmer Institute of Learning

Old Dominion Chapter member for 12 years

Served as Director and 2<sup>nd</sup> Vice President of Chapter

When a member of the Old Dominion Chapter, Charles had created 4 education programs that had received Program of the Year 4 years in a row at SGMP's Annual Education Conference for his chapter and he has presented those programs all over the country to other SGMP chapters

Education Chair for the 2002 and 2003 National Conference

Education Committee member for 2004 Conference

Logistics Chair for the 2002 Conference

2<sup>nd</sup> Vice Presidents Roundtable Liaison

Created SGMP's first video education program

Has personally visited 24 out of the 26 chapters of SGMP!

## **Kathy Norris, CMP**

Kathy Norris is a West Virginia native who moved to Raleigh 16 years ago. Her background has been as customer service manager for two companies, event planner for the Greater Raleigh Chamber of Commerce and as an association executive for four years with Olson Management Group. Kathy moved into planning full time in 2003. She was director of corporate events for Cardinal Travel Service and is currently a Meeting Coordinator with Blue Cross and Blue Shield of North Carolina where she plans a variety of meetings and conferences. Kathy earned the CMP credential in January 2005.

### **Nancy Lowe, CMP**

Nancy Lowe, CMP is originally from Charleston, West Virginia. She graduated from Guilford College in Greensboro. While in college she began her career in hotel sales and catering. In 1991 she began her first meeting management job for Farm Bureau Insurance Company in Raleigh. She also planned pharmaceutical meetings before switching from corporate to association meetings. She planned legal meetings for the NC Academy of Trial Lawyers and in 2005 began her current position as Assistant Director, Specialty Society and Meeting Services for the NC Medical Society. In this position she is responsible for the meetings of ten specialty medical societies and also plans the NC Medical Society board of directors retreat and other functions.

Nancy earned the Certified Meeting Professional designation in 1998. She recently joined the Association Executives of North Carolina, and has been an active member of the Carolinas Chapter of Meetings Professional International (MPI-CC) for over 15 years. Within MPI she served on the board of directors as meeting planning chair and has also served on several committees. She was awarded a Nancy B. Holder scholarship in 2005 and in 2006 was honored as the Chapter Planner of the Year.

### **Alison P. Harding**

Alison Harding has been active in the meeting planning industry since graduating from East Carolina University in 2000 with a Major in Hospitality Management and a Minor in Business Administration. She started her career on the hotel side, working at the Ramada Hotel and Conference Center in Greenville, NC as a front desk agent. She then switched to corporate meeting planning and worked for 5 years at Universal Meeting Management, Inc. (UMM) as Project Coordinator and later Project Manager. While at UMM, Alison planned numerous types of meeting types including National Advisory Boards, Local Advisory Boards, Team Buildings, Speaker Trainings, Lunch-n-Learns and Executive Retreats. Some of her clients included GlaxoSmithKline, Salix Pharmaceuticals and Siemens Power and Distribution. Currently, Alison is a Meeting Planner at Global Knowledge in Cary, NC, where she sources space for 300+ IT training meetings per year. She is an active member of the Carolinas Chapter of Meetings Professional International (MPI-CC) and is co-chair of the Dream Team Luncheon Series for the Triangle area.

## **TRADE SHOW EXHIBITORS**

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**Courtyard Carolina Beach** (*Patricia Lyndon*)

1-800-458-3606 • <http://www.courtyardcarolinabeach.com>

**Embassy Suites Hotel - Greensboro** (*Peter Strafaci*)

1-336-668-4535 • <http://www.embassysuites.com>

**Fayetteville Area Convention and Visitors Bureau** (*Myron Jones*)

1-800-225-8217 • <http://www.visitfayettevillenc.com>

**Greater Raleigh Convention and Visitors Bureau** (*Loretta Yingling*)

1-800-849-8499 • <http://www.visitraleigh.com>

**Greenville Convention Center** (*Michelle Streath*)

1-866-485-2668 • <http://www.greenvilleconventioncenter.com>

**Hawthorne Inn & Suites** (*Christopher Medley*)

1-336-777-3000 • <http://www.hawthorneinn.com>

**High Point Convention and Visitors Bureau** (*John Sneed*)

1-800-720-5253 • <http://www.highpoint.org/>

**Radisson High Point** (*Michael Heath*)

1-336-889-8888 • <http://www.radisson.com/highpointnc>

**Sea Trail Golf Resort and Conference Center** (*BJ Stephens & Dana Hrubik*)

1-888-229-5747 • <http://www.seatrail.com>

**Twin City Quarter** (*Wanda Wallace*)

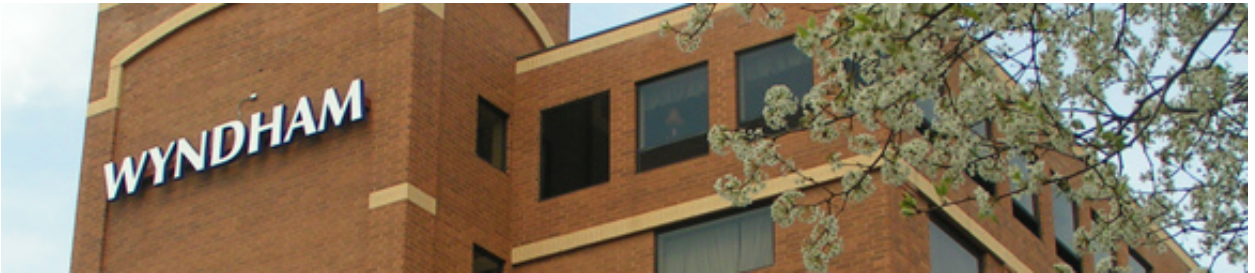
1-877-888-9762 • <http://www.twincityquarter.com>

**Winston-Salem Convention and Visitors Bureau** (*Lynn Browning*)

1-866-728-4200 • <http://www.visitwinstonsalem.com>

# THANK YOU!

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and a special thanks to all of our presenters for sharing their knowledge and time with us.



## **EDUCATION DAY COMMITTEE**

Michelle Streath, Greenville Convention Center, Co Chair

Loretta Yingling, Greater Raleigh CVB, Co Chair

Kris Wyatt, NCACDSS, Committee Member

Melinda Remaley, NC DHHS, Membership/Registration