

CPA Live Production Workshop

Biltmore Hotel, Belize, 24 – 26 March 2004

A. Coordinator - BPA

B. Co Sponsors

1. BPA
2. BAHA
3. UWI-SVM
4. IICA

C. Financial Arrangements CPA/BEPPA

1. Prepare Budget
2. Establish procedure to track all transactions - CPEC
3. Payment Schedule
 - Hotels advance – BPA Letter with Names 1 Wk Before
 - Hotels balance – Wire from CPA – Wk 2 March
 - Per Diem Cash – Wire from CPA – Wk 2 March
 - Conference Costs – 25% Deposit BPA & CPA Registration Fees
4. Prepare Speaker Claim Form and Arrange to Pay Speakers
5. Make arrangements to generate financial report by 17th
6. Complete claim as required by EBAS
7. Settle balance with in 2 weeks

D. Speakers - CPA

1. Negotiate Foreign Speakers Participation – CPA
2. Negotiate/ Follow up on all Local Speakers
3. Make reservations for speakers,
4. Buy Tickets for Foreign Speakers – CPA
5. Arrange Per Diems - CPA

D. Conference Arrangements- BPA

1. Pre Registration at Hotel on Wednesday night
2. Conference Room - seat 60 U shaped style, 40 theatre style at back
3. Audio - 2 mikes and speaker system
4. Video - 2 multimedia (one for back up system), 1 OHP, 2 Flip Charts (Desmond may need slides)
5. Am Coffee break - with snack, First AM Coffee Break after Opening Ceremony
6. Pm Coffee break - liquid only, Lunch - Simple lunch

Opening Ceremony - BPA

1. Invitation Letters to Government Officials, Farmers, BEPPA – 2 Weeks in advance
2. Opening Ceremony Brochure – BPA
3. Banner - CPA Banner & Live Production School
4. Head Table – Tablecloth, Flowers, Water & Glasses, Name Plates
5. Audio System
6. Press – Radio, TV, Newspapers - Speeches 1 Week in Advance to be able to give to press
7. Refreshments – No alcohol is no problem

D. Registration & Hotel Guest Rooms - BPA

1. Make arrangements with hotel – Credit for conference costs, Written instructions for Guests
2. Develop Excel List of Potential Participants To Manage Process
3. Get registration form/ letter - Faxed Registration Forms to make reservation
4. Confirm receipt of \$\$ have been collected before confirming registration
5. Set up Registration Contact Desk at Hotel – Use my room in convenient location.

6. Federal Express Arrangements to collect tickets from Participants for EBAS
7. Arrange different request form for tourist trips
8. Lunch & Coffee – Manage on a daily basis

E. Registration – Nadime Heger (21 – 27th)

1. Develop Excel List of Potential Participants To Manage Process
2. Get registration form for each Participant - Resigned
3. Set R Best Room with Desk, Computer, Printer, Fax, Photocopy Machine – 21 Mar
4. Photocopy of Tickets
5. Get Signatures of Speakers and Participants on one List
6. Reconfirmation of airline tickets

F. Ground Transport Arrangements – Individual Participants

1. Minibus & Driver 22 – 27th
2. Field Tour Bus 22 & 23rd
3. Biltmore Tourist Trip – 27th

G. Folder Preparation

1. Folder (125) with name label – UWI-SVM
2. Name tags (125) – UWI - SVM
3. Brochures on CPA (150) and Caribbean Poultry Industry (150) – LLPB
4. Brochure on Avian Influenza (150) – LLPB/ UWI-SVM
5. Pen and a small paper (100) - BPA
6. Opening Ceremony Brochure (100) – BPA
7. Week Long Itinerary – CPA/BPA
8. Tourist Board Brochure (100) – BPA
9. Speakers Presentations
10. Binder/CD Contents
 - CD Case Cover
 - Binder Cover
 - Opening Speeches – CPA/ BEPPA/ BAHA/ FEDAVICAC/ MOA
 - Agenda/ Itinerary
 - List of Workshop Participants
 - Papers in Alphabetical order of speakers

H. Public Relations – BPA/CPA

1. TV Channel 5 Night of 26th – Opening Ceremony (Minister / External People – Speeches)
2. Love Radio Morning Show 24th – Opportunities & Threats Caricom Poultry & Meat Industry - Keith Amiel, James Paul, Carl Khan, Orlando Habet
3. Amandala Newspaper - Press Release on Avian Flu & Chairman's Notes, CPA Brochure
4. Amandala Newspaper – Opening Ceremony Speeches & School Press Release
5. Keep Clippings for School Report

I. Grant Claims – CPEC

1. Open Binder with Excel List of Potential Participants To Manage Process
2. Get registration form for each Participant - Resigned
3. Photocopy of Tickets
4. Get Signatures of Speakers and Participants on one List
5. Get Speakers to Sign Contracts & Invoices & Receipts
6. Per Diem Receipts – Speakers & Participants
7. Biltmore Invoice & Receipts – Rooms For Speakers
8. Biltmore Invoice & Receipts – Coffee, Meals, Conference Rooms, Audio Visual
9. Stationary Invoice & Receipts
10. Reimers Photocopy Invoice & Receipt
11. Excel Secretarial Staff Invoice & Receipts -

12. Telephone Invoice & Receipts -
13. Bus Invoice & Receipts – Field Tour
14. Car Rental Invoice & Receipts – R Best

J. Final Workshop Binder

1. Diskette of Presentations & Reports – BAHA
2. Preparation – LLPB
 - Cover/ Table of Contents / List of Workshop Sponsors on Back - LLPB
 - Opening Speeches – CPA/ BEPPA/ BAHA/ FEDAVICAC/ MOA
 - Agenda/ Registration Form/ List of Workshop Participants
 - Papers in Alphabetical order of speakers
3. Distribution – CPA

Opening Ceremony

Minister of Agriculture
CEO - MARC
Livestock Officer
CEO BAHA
Minister & PS of Trade
Bureau of Standards
Beef Farmer
Pork Farmer
Milk Farmer
Shrimp/Fish Farmer
Chamber of Commerce
Belize Business Bureau
IICA
FAO
PAHO
EU Rep
US Ambassador
Canada Honorary Counsel
Mexican Rep
Taiwanese Rep

A. SPEAKERS

Thursday Morning

Emerging Global Poultry Disease Challenges = **Dr Richard Julian** – University of Guelph
USA NCD Outbreak Management = **Dr Martin Smeltzer** - APHIS, USDA
ILT Outbreak = Dr Lisa Musai - Ministry of Agriculture, T & T

Thursday Afternoon

Emergency Preparedness = Dr Cedric Lazarus – Ministry of Agriculture, Jamaica
Latin American (Honduras or Brazil) Experience in Disease Surveillance = **Specialist**, ABT/ IDEXX
Caricom Disease Free Surveillance = Dr Victor Gongora - Belize Agricultural Health Authority
Discussion

Friday Morning

Consumer Issues Driving Poultry Nutrition = **Sergio Madrigal** - DSM Nutrition Products
Reducing Poultry Industry Antibiotic Usage = **Dr Jose Ruiz** - Elanco
Residue Testing = Dr David Elcock – Ministry of Agriculture, Barbados
Dr Michael De Shield - Belize Agricultural Health Authority

Friday Afternoon

On Farm Food Safety = Dr Gabriel Brown –UWI-SVN
Vaccination Protocols = **Dr Scott Gillingham** AVIAGEN
Bio Security = **Sanitation Specialist**, Bayer
Equipment = **Jim Robinson** - INDIV

B. SUPPLIER COMPANIES

Sylvia Syed, IDEXX
Jeanette Ayestas, ABT
Supplier, Bayer
William Serna, Elanco
Sergio Madrigal, DSM
Paul Choen, AVIAGEN
Paul Lipscomb, INDIV (Tunnel Ventilation)
Syd Mogg, WINCORP