



DEPARTMENT OF MANAGEMENT
SERVICES

4050 Esplanade Way • Tallahassee, Florida 32399-0950

LAWTON CHILES, GOVERNOR


WILLIAM H. LINDNER, SECRETARY

September 9, 1996

Suite 315

MEMORANDUM NO. 5 (96-97)

TO:

FROM:  George C. Banks, CPPO
Director, Division of Purchasing

SUBJECT: 1997 State Purchasing Conference & Product Exposition

We are currently planning the 1997 State Purchasing Conference and Product Exposition that will be held in Tallahassee, February 10 - 12, 1997. On Monday, February 10th, there will be a general session and we plan to video conference this session to the Hurston Building in Orlando. The Hurston Building conference room will accommodate only 30 - 35 participants, so space is limited.

By video conferencing the general session, we hope to bring the benefits of the conference to the purchasing staff who could not otherwise participate. May we count on your commitment to send your purchasing staff to this video conferenced session?

By attending, your staff will receive the latest updates concerning Florida purchasing laws, rules and regulations; a waiver of the conference registration fee; reduced travel expense; and the opportunity to interact with their peers (the video conference will be interactive – attendees in Orlando will be able to ask questions, just as if they were in the Tallahassee audience).

We need your confirmation on this video conferenced session by October 11, 1996. Attendance will be on a first come, first served basis. Don't let this opportunity slip by. Please call Gwen Baker at (904) 488-0018. She will be glad to answer any questions you may have and to reserve a seat in Orlando for you and your staff.

GCB:gsb

