



United States  
Department  
of Agriculture

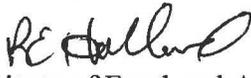
Research,  
Education, and  
Economics

National Institute  
of Food and  
Agriculture

1400 Independence  
Avenue SW  
Washington, DC 20250

January 5, 2016

TO: State Extension Directors/Administrators  
Directors, State Agricultural Experiment Stations  
A-TRs, McIntire-Stennis Program  
Research Directors, Evan-Allen Program  
Deans, Schools of Veterinary Medicine  
Deans/Directors, Academic Programs  
Presidents, 1994 Institutions  
Presidents, Hispanic-Serving Institutions

FROM:  Sonny Ramaswamy   
Director, National Institute of Food and Agriculture

SUBJECT: 2016 National Extension and Research Administrative Officers' Conference (NERAOC)

The 2016 National Extension and Research Administrative Officers' Conference (NERAOC), hosted by The Pennsylvania State University's College of Agricultural Sciences, will be held April 24-27, 2016 at the **Sheraton Philadelphia Downtown Hotel**, 201 North 17<sup>th</sup> Street, Philadelphia, PA.

NERAOC 2016 – *Linking lessons of the past with solutions for tomorrow* – will provide an opportunity for state participants to share information with their peers through engaging presentations, hands-on sessions, round table discussions, and sharing of best management practices on topics in the areas of budget, finance, grants management, human resource management, civil rights, and diversity.

The 2016 Coordinating Committee has been busy developing an agenda, coordinating speakers for the general sessions and 63 breakout sessions, and assisting the host institution with preparations for the event.

Online registration will begin on **Monday, February 1, 2016**. The registration information is as follows:

**Full Conference Registration**

<u>Deadline</u>	<u>Rate</u>
March 14, 2016	\$675
April 22, 2016	\$695
Onsite (after April 22, 2016)	\$725

**Guest Registration** - \$260; *includes Sunday evening welcome reception, breakfast and breaks each day. This does not include Wednesday evening event at the National Constitution Center.*

**Sunday Welcome Reception only** - \$75

**Wednesday Evening Function at the National Constitution Center only** - \$125

For registration and online comprehensive information about the conference, including the agenda and breakout session information, you may visit: <http://agsci.psu.edu/neraoc2016>.

Please make your hotel reservations as soon as possible. Visit the conference website for information on how to make a reservation. The special conference rates from \$195 (single/double) to \$215 (triple/quad) are guaranteed until March 31, 2016.

If you have any questions about the conference that are not answered by the website, please contact:

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