



**STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES
Division of Rehabilitation Services
Services for the Blind & Visually Impaired
Services for the Deaf & Hard of Hearing**

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GOVERNOR

RAQUEL HATTER, MSW, Ed.D.
COMMISSIONER

MEMORANDUM

TO: All Vending Facility Managers

FROM: Patti Bell-Norris, Interim Director, Services for the Blind & Visually Impaired and Services for the Deaf & Hard of Hearing

DATE: January 24, 2012

SUBJECT: Statewide Managers' Meeting - April 21, 2012
Chattanooga Marriott at the Convention Center

It's just about that time of year again. Mark your calendars for a fun-filled weekend in Chattanooga. Final touches are being put on plans for the annual Statewide Manager's Meeting which will be held on April 21, 2012, at the Chattanooga Marriott at the Convention Center.

Activities will actually begin on Friday evening with a reception. There will be karaoke music back by popular demand. Of course, the evening also offers the best chance to socialize and talk with old friends.

We encourage every Manager in the state to attend this year's meeting. The Agency will pay travel expenses in accordance with State Comprehensive Travel Regulations. The hotel will group bill the Department for the sleeping rooms. Managers who live or work in Hamilton County will NOT be eligible for overnight stay unless they pay for their own rooms.

We have reserved a block of rooms for the nights of April 20th and 21st. If you plan on attending the meeting, please notify Nancy Moore in Central Office at (615) 313-4726 or 1-800-628-7818, no later than Friday, March 23, 2012, so that a room can be reserved for you. After that date, all rooms will be released and it will be your responsibility to make your own reservations and pay for the room without reimbursement. When you call in, please let

Nancy know if you have any special dietary needs for the banquet. For example, if you are diabetic, special plates will be available but only if we know in advance.

Even if you do not need a room and plan to attend, we need to know so we can plan for the banquet. TBE will pay all Managers' banquet tickets; however, if you wish to purchase an additional banquet ticket for a friend or spouse, we need to know this as well. The cost will be \$30.00 per ticket. We ask that you pay for the additional tickets in advance by sending a check made out to TBE to Nancy in Central Office.

We look forward to seeing everyone in Chattanooga!

PBN:nam

cc: TBE Staff