

Members Program			Spouse/Guest Program		
Time	Description of the Day	Members Program- NOTES	Time	Description of the Day	Spouse/Guests Program- NOTES
Sunday, November 1, 2009			Sunday, November 1, 2009		
7:15 AM	Load Buses for Baltimore		7:15 AM	Load Buses for Baltimore	
7:30 AM	Leave for Baltimore Museum of Art		7:30 AM	Leave for Baltimore Museum of Art	
8:30 AM	Breakfast with Guest	<b>Baltimore Museum of Art</b>	8:30 AM	Breakfast	<b>Baltimore Museum of Art</b>
9:00 AM	Benchmarking	Baltimore Museum of Art	9:45 AM	Tour Baltimore Museum of Art	Docent Lead
10:15 AM	Coffee Break	Baltimore Museum of Art			
11:30 AM - 12:30 PM	Lunch	Baltimore Museum of Art	11:30 AM - 12:30 PM	Lunch	Baltimore Museum of Art
12:00 - 6:00 PM	<b>Conference Registration at Henley Park Hotel</b>	Committee member to process assembly line	12:00 - 6:00 PM	<b>Conference Registration at Henley Park Hotel</b>	Committee member to process assembly line
12:30 - 3:15 PM	Benchmarking	Baltimore Museum of Art	12:45 PM	Travel to <b>Baltimore Aquarium</b>	
			1:15 PM	Arrive Baltimore Aquarium	
			1:30 PM	Tour Baltimore Aquarium	
			3:00 PM	Load Buses	
			3:15 PM	Travel back to Baltimore Art Museum to Pick-up Benchmarking Participants	
3:30 PM	Travel Back to Henley Park Hotel		3:30 PM	Travel Back to Henley Park Hotel	
6:00 PM	Gather in Hotel Lobby for Bus Departure		6:00 PM	Gather in Hotel Lobby for Bus Departure	
6:15 PM	Buses Depart for Donald W. Reynolds Center		6:15 PM	Buses Depart for Donald W. Reynolds Center	
6:30 - 9:00 PM	<b>Opening Ceremony</b>	<b>Donald W Reynolds Center (DWRC) Courtyard</b>	6:30 - 9:00 PM	<b>Opening Ceremony</b>	<b>Donald W Reynolds Center (DWRC) Courtyard</b>
7:15 PM	Remarks at Opening Ceremonies	Donald W Reynolds Center (DWRC) Courtyard	7:15 PM	Remarks at Opening Ceremonies	Donald W Reynolds Center (DWRC) Courtyard
9:00 PM	Travel to Henley Park		9:00 PM	Travel to Henley Park	

Monday, November 2, 2009			Monday, November 2, 2009		
7:00 AM	Breakfast on your Own	Henley Park Hotel (Hotel begins serving breakfast at 7:00 AM)	7:00 AM	Breakfast on your own	Henley Park Hotel (Hotel begins serving breakfast at 7:00 AM)
8:00 AM	Gather in Hotel Lobby		8:00 AM	Gather in Hotel Lobby	
8:10 AM	Buses Depart for the National Gallery of Art (NGA)	Drop off at East Building 4 <sup>th</sup> Street Entrance	8:10 AM	Buses Depart for the National Gallery of Art (NGA)	Drop off at East Building 4 <sup>th</sup> Street Entrance
8:30 AM	Continental Breakfast	<b>National Gallery of Art (NGA)</b>	8:30 AM	Continental Breakfast	<b>National Gallery of Art (NGA)</b>
9:00 AM	Opening Remarks/Today's Notes	<b>Welcome from Darrell Willson</b> National Gallery of Art (NGA)	9:00 AM	Tour National Gallery of Art	Docent Lead
9:15 – 9:45 AM	<b>Presentation 1 Benchmarking Recap</b>	<b>Speaker Keith McClanahan</b> National Gallery of Art (NGA)			
9:45 -10:50 AM	<b>Presentation 2 Building Automation Systems/Digital Controls</b>	<b>Speakers Mervin Richard, Brian McGiveny, Michael Smith</b> National Gallery of Art (NGA)			
Natural Break			10:30 AM	Late Bus Pickup for Guests at Hotel	Load onto Bus at NGA to depart in time for Mount Vernon Trip
			10:45 AM	Depart for Mount Vernon	Pickup at West Building 4 <sup>th</sup> Street Entrance
11:00 AM	Tours: Building Automation Systems, Behind the Scenes & Art Gallery Tour	National Gallery of Art (NGA)			
12:15 PM	Travel to National Museum of the American Indian (NMAI) Members can walk or take the bus	Buses will pick up at West Building – 4 <sup>th</sup> Street Entrance			
12:30 - 1:30 PM	Lunch	<b>National Museum of the American Indian (NMAI)</b>	11:30 AM - 12:30 PM	Lunch	<b>Mount Vernon</b>
1:45 PM	Opening Remarks/Today's Notes	Welcome from <b>Jane Sledge</b> Associate Director, NMAI	12:45 PM	Tour of Mansion and Gardens	Docent Lead
1:50 – 2:50 PM	<b>Presentation 3 Leadership in Energy and Environmental Design (LEED) Certification</b>	<b>Speakers William Drewer, Manda M. Magee, Lauren Friedman, Michael Rogers</b> National Museum of the American Indian (NMAI)			
3:00 PM	Tours: Exterior (Building Architecture and Landscape), Maintenance Operations (Building Systems) & Environmentally Safe LEED Initiatives	NMAI (National Museum of the American Indian)			
			3:45 PM	Load Buses for Henley Park Hotel	
4:00 PM	Travel to Henley Park Hotel		4:00 PM	Depart for Henley Park Hotel	
6:00 PM	Gather in Hotel Lobby for Bus Departure		6:00 PM	Gather in Hotel Lobby for Bus Departure	
6:15 PM	Leave for <b>National Museum of Natural History (NMNH)</b>	Drop off on Madison Drive	6:15 PM	Leave for <b>National Museum of Natural History (NMNH)</b>	Drop off on Madison Drive
6:30 PM	Dinner	<b>National Museum of Natural History (NMNH)</b>	6:30 PM	Dinner	<b>National Museum of Natural History (NMNH)</b>
7:45 PM	Gather for Memorial Bus Tour	Pick up on Madison Drive	7:45 PM	Gather for Memorial Bus Tour	Pick up on Madison Drive
7:45 – 10:00 PM	Memorial Bus Tour	Stops at: Vietnam Memorial, WWII Memorial and Roosevelt Memorial	7:45 – 10:00 PM	Memorial Bus Tour	Stops at: Vietnam Memorial, WWII Memorial and Roosevelt Memorial
10:00 PM	Travel to back to Henley Park Hotel		10:00 PM	Travel to back to Henley Park Hotel	

Tuesday, November 3, 2009			Tuesday, November 3, 2009		
6:00 AM	Breakfast on your Own	Henley Park Hotel	6:00 AM	Breakfast on your own	Henley Park Hotel
7:20 AM	Gather in Hotel Lobby		7:20 AM	Gather in Hotel Lobby	
7:30 AM	Buses Depart for U.S. Capitol Visitor Center		7:30 AM	Buses Depart for U.S. Capitol Visitor Center	
7:45 AM	Arrive at U.S. Capitol for Capitol Visitor Center Tour	<b>Capitol Visitors Center</b>	7:45 AM	Arrive at U.S. Capitol for Capitol Visitor Center Tour	<b>Capitol Visitors Center</b>
8:00 AM	Tour of U.S. Capitol Visitor Center	Welcome from <b>Stephen Ayers</b> (AOC), CVC Orientation Film	8:00 AM	Tour of U.S. Capitol Visitor Center	Docent Lead
			8:45 AM	Late Bus Pickup at Hotel Guests only	Drop off at Capitol steps of 1 <sup>st</sup> Street Entrance
9:15 AM	Walk over to Library of Congress		9:15 AM	Tour of <b>Capitol Building</b> (inside)	Docent Lead
9:30 AM	Coffee Break	<b>Library of Congress (LOC)</b>			
9:40 AM	Opening Remarks/Today's Notes	Welcome from <b>Librarian of Congress</b>			
9:45- 10:30 AM	<b>Presentation 4 National Fire Protection Associations (NFPA) 909</b>	<b>Speaker Nancy Lev-Alexander Whittall Pavilion Library of Congress (LOC)</b>			
10:30 – 11:00 AM	<b>Presentation 5 Greening the Capitol</b>	<b>Speaker John Williams Whittall Pavilion Library of Congress (LOC)</b>	10:30 AM	Walk to Library of Congress	
11:00 AM	<b>Tour of Library of Congress (LOC) - Thomas Jefferson Building</b>		11:00 AM	Tour <b>Library of Congress</b>	Docent Lead
12:00 - 1:00 PM	Working Luncheon <b>Brief History of the Library of Congress</b>	<b>Speaker Dr. John Y. Cole Library of Congress (LOC)</b>	12:00 - 1:00 PM	Lunch with Members	Library of Congress (LOC)
1:15 PM	Travel to Donald W. Reynolds Center DWRC	Drop off at the G Street Entrance	1:15 PM	Walk to <b>National Museum of Natural History (NMNH)</b>	Enter from Madison Drive
			1:30 PM	Tour of NMNH Galleries & IMAX Movie	Docent Lead
1:45 PM	Opening Remarks	<b>Speaker from Donald W. Reynolds Center (DWRC)</b>			
1:50 – 2:50 PM	<b>Presentation 6 Cleaning Management Institute (CMI)</b>	<b>Speakers Matt Gallinger, Judie Cooper</b> McAvoy Auditorium Donald W. Reynolds Center (DWRC)			
2:50 PM	Coffee Break				
3:00 PM	Tours: Art Tour, Roof & Capital Projects, Behind the Scenes	Donald W. Reynolds Center (DWRC)			
4:00 PM	Travel back to Henley Park Hotel	Buses available at G Street Entrance	4:00 PM	Travel Back to Henley Park Hotel	Buses will pick up at Madison Drive Entrance
4:30 PM	BOARD OF DIRECTORS MEETING	Henley Park Hotel			
4:30 PM	DINNER/ FREE EVENING	On Own	4:30 PM	DINNER/ FREE EVENING	On Own

Wednesday, November 4, 2009			Wednesday, November 4, 2009		
7:00 AM	Breakfast on your Own	Henley Park Hotel	7:00 AM	Breakfast on your own	Henley Park Hotel
7:50 AM	Gather in Hotel Lobby				
8:00 AM	Buses Depart for National Archives				
8:15 - 8:45 AM	Continental Breakfast at National Archives		8:20 AM	Load Buses for National Zoo	
			8:30 AM	Travel to National Zoo	
8:45 AM	Tours: Facilities Tour, Researcher Tour, Charters of Freedom and Rotunda Tour	<b>National Archives</b>			
			9:15 AM	Arrive at National Zoo	Drop off National Zoo Bus Lot
9:30 AM	Coffee and Natural Break		9:30 AM	Tour of <b>National Zoo</b>	Docent Lead
9:40 AM	Opening Remarks/Today's Notes	Speaker from National Archives			
9:45 - 10:45 AM	<b>Presentation 7 Capital and Maintenance Budget Planning</b>	<b>Speakers Sheryl Kolasinski, Steve Hodsdon, Larry Grauberger</b>			
10:45 - 11:15 AM	Walk to National <b>Smithsonian Castle</b>		10:50 AM	Load Buses	Pick up National Zoo Bus Lot
			11:00 AM	Travel to Hillwood Gardens	
11:30 AM - 12:30 PM	Lunch	<b>Smithsonian Castle Commons</b>	11:30 AM	Lunch at <b>Hillwood Gardens</b>	
12:40 PM	Opening Remarks	Speaker TBD <b>Quad Lecture Hall</b>			
12:45 - 1:45 PM	IAMFA Annual Business Meeting (5 minutes updates from 3 sub-committees)	Quad Lecture Hall			
1:50 - 2:50 PM	<b>Presentation 8 Reliability Centered Maintenance (RCM)</b>	<b>SPEAKER Jack Nicholas Quad Lecture Hall</b>			
3:00 PM	Coffee Break and RCM Open House	Quad Concourse and Adjacent Classrooms			
			3:20 PM	Load Buses to travel back to Henley Park Hotel	
3:30 PM	Tours: Arts and Industries Building, Quad Back of House (Humidification Systems Tour), Central Core Renovations at National Museum of American History		3:30 PM	Travel back to Henley Park Hotel	
4:20 PM	Load Buses to travel back to Henley Park Hotel				
4:30 PM	Travel back to Henley Park Hotel				
6:00 PM	Gather in Hotel Lobby		6:00 PM	Gather in Hotel Lobby	
6:15 PM	Travel to GALA Location		6:15 PM	Travel to GALA Location	
7:00 PM	<b>GALA Library of Congress (LOC)</b>	<b>Library of Congress (LOC)</b>	7:00 PM	<b>GALA Library of Congress (LOC)</b>	<b>Library of Congress (LOC)</b>
10:00 PM	Travel to Henley Park Hotel	End of Conference	10:00 PM	Travel to Henley Park Hotel	End of Conference

**Thursday, November 5, 2009**  
**Optional Tour**

<b>8:15 AM</b>	Board buses for Culpeper, Virginia	<b>1:45 PM</b>	Board buses for National Air and Space Museum Udvar-Hazy Center
<b>8:30 AM</b>	Depart for Culpeper	<b>2:00 PM</b>	Depart for National Air and Space Museum Udvar-Hazy Center Chantilly, Virginia
<b>10:00 AM</b>	Tour of <b>Library of Congress (LOC) Conservation Center</b>	<b>3:15 - 5:00 PM</b>	Tour of <b>National Air and Space Museum Udvar-Hazy Center</b>
<b>11:50 AM</b>	Load Buses for Lunch Site	<b>5:00 PM</b>	Board buses for Henley Park Hotel
<b>12:00 PM</b>	Leave for Lunch Site	<b>5:15 PM</b>	Travel Back to Henley Park Hotel
<b>12:30 – 1:45 PM</b>	Lunch and Tour of <b>Prince Michel Vineyard and Winery</b>	<b>6:15 - 6:45 PM</b>	Arrive at Henley Park Hotel