



United States
Department of
Agriculture

Research,
Education, and
Economics

National Institute
of Food
and Agriculture

1400 Independence
Avenue SW
Washington, DC
20250

TO: State Extension Directors/Administrators
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Presidents, 1994 Institutions
Presidents, Hispanic-Serving Institutions

FROM: *for* Sonny Ramaswamy *Meryl Brownard* FEB 12 2013
Director, National Institute of Food and Agriculture

SUBJECT: 2013 National Extension and Research Administrative Officers'
Conference (NERAOC)

The 2013 National Extension and Research Administrative Officers' Conference (NERAOC), which will be co-hosted by Louisiana State University and Southern University, will be held at the Marriott Hotel, 555 Canal Street, New Orleans, Louisiana, on May 5-9, 2013.

The conference provides state participants with the opportunity to share information with their peers in budget, finance, grants management, human resources management, civil rights and diversity.

The 2013 Program Planning Committee has been busy developing an agenda for the conference, coordinating speakers for the general sessions and eighty breakout sessions, and assisting the host institution with preparations for the event.

Online registration began on Monday, January 28, 2013. The registration information is as follows:

Early bird – January 28 through February 28, 2013 - \$550.00
Regular - March 1 – March 31, 2013 - \$600.00
Late – April 1 – April 23, 2013 - \$650.00
On Site - after April 23, 2013 - \$700.00

Registration and online comprehensive information about the conference, including the agenda and breakout session information, you may visit:

www.2013neraoc.lsuagcenter.com.

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Please make your hotel reservations as soon as possible. A dedicated booking website has been created for the conference to make, modify and cancel hotel reservations online, as well as take advantage of any room upgrades, amenities or other services offered by the hotel. The website is https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=9916313. If you wish to make a phone reservation, the phone number is: Toll Free: 877-622-3056 or Local Phone: 1-504-581-1000.

If you have any questions about the conference that are not answered by the website, please contact Brenda Barnett, at (202) 401-6520 or via email at bbarnett@nifa.usda.gov, Marcy Fisher at (225) 578-4635 or mfisher@agcenter.lsu.edu, or Linda Batiste at (225) 771-5707 or linda_batiste@suagcenter.com.

2013 National Extension Research Administrative Officers' Conference Session Matrix

Sunday May 5, 2013								
4:00-8:00PM Registration								
6:00-8:00PM Opening Reception								
Monday May 6, 2013								
7:00-8:15AM Breakfast								
8:30-9:45AM Opening General Session								
9:45-10:00AM Break								
10:00-11:00AM Keynote Speaker								
11:00AM-1:00PM Lunch								
	New Attendee/Refresher Session 1	Financial Session 2	Grant Session 3	Admin Session 4	Special Interests Session 5	Minority Serving Institutions Session 6	Human Resources Session 7	Diversity/Civil Rights Session 8
1:00-2:15PM	Land Grant Mission: Message to the People	Leadership Management Dashboard - Advance	Program Income	Audit Experiences	Getting the Word Out: Marketing your Program	1862 & 1890 Best Practices in Collaboration	Difficult Conversations	Leveraging Diversity at Work: How to Hire, Retain, and Inspire a Diverse Workforce
2:15-2:45PM Break								
2:45-4:00PM	Session 9	Session 10	Session 11	Session 12	Session 13	Session 14	Session 15	Session 16
Concurrent B	Alphabet Soup: Your Guide to the Acronyms of Our Work	OMB Circulars: Part I (A-110 and A-21)	How Do You Spend Your Time? (Time and Effort Reporting)	REReport and Plan of Work (NIFA)	Social Media 101: Tweets, Friends, Likes, and Pins	1994 Tribal Life Cycle: Pre and Post Award	Employment Law Update	Recruiting Diverse Talent
4:00-5:00PM Meet the USDA								
Tuesday May 7, 2013								
7:00-8:15AM Breakfast								
8:30-9:45AM	Session 17	Session 18	Session 19	Session 20	Session 21	Session 22	Session 23	Session 24
Concurrent C	NIFA Awards Management Division and You	OMB Circulars: Part II (A-133)	Managing International Projects	Youth Safety and Protection Title IX - Part I	Advanced Social Media: Making It Work for You	ESCOP/ECOP Marketing & Communication Effort	Farm Bill (University Perspective)	Farm Bill (University Perspective)
9:45-10:15AM Break								
10:15-11:30AM	Session 25	Session 26	Session 27	Session 28	Session 29	Session 30	Session 31	Session 32
Concurrent D	Eating Healthy on the Road	Responsibility Centered Budget Management (RCM)	Program Match & Cost Sharing (Planning, Implementation & Documenting)	Youth Safety and Protection Title IX - Part II (Panel Discussion)	Strengthening Dysfunctional Teams	1994 Land-grant Emerging Issues: Opportunities & Challenges	HR Jeopardy	Civil Rights Toolkit: Cutting-Edge Metrics, Measures, and Policy for What's Happening Now!
11:30AM-1:30PM Lunch								
1:30-2:45PM	Session 33	Session 34	Session 35	Session 36	Session 37	Session 38	Session 39	Session 40
Concurrent E	NIFA Award Basics	eXtension Professional Development & Diversity Education	On-line Principal Investigator Training Program	Administrative Guidance Manual/NIFA Financial Assistance Guidance	ESCOP/ECOP Marketing & Communications Effort (Repeat)	1890 Facilities & Capacity Building Program	Federal Benefits Update	Interactive Diversity Training Tools
2:45-3:15PM Break								
3:15-4:30PM	Session 41	Session 42	Session 43	Session 44	Session 45	Session 46	Session 47	Session 48
Concurrent F	SF-425 Basic Federal Financial Reporting	Federal Audits	Think Like a Fed	Impact Reporting: The 3 R's to Success	7 Habits of Highly Effective People	Collaborative Research in Native American Communities Programs	Federal Benefits Pre-Retirement Counseling	Care and Candor
4:30-5:30PM								
Northeastern			Regional Meetings (1862s, 1890s, 1994s, & Insulars) Southern			Western		

2013 National Extension Research Administrative Officers' Conference Session Matrix

Wednesday May 8, 2013								
7:00-8:15 AM	Breakfast							
8:30-9:45 AM	Session 49	Session 50	Session 51	Session 52	Session 53	Session 54	Session 55	Session 56
Concurrent G	Federal Excess Property	Tracking Revenue Generated Funds	Types of NIFA Awards and their Complexities	Skills and Attributes of the 21st Century Extension Professionals	Switching Hats	Campus Coordination: 1890 Facilities & Capacity Building Grant Program	"You Got It" - Extension and Research Federal Civil Rights Reviews(Federal Perspective)	"You Got It" - Extension and Research Federal Civil Rights Reviews(Federal Perspective)
9:45-10:15 AM	Break							
10:15-11:30 AM	Session 57	Session 58	Session 59	Session 60	Session 61	Session 62	Session 63	Session 64
Concurrent H	Putting the Puzzle Together: Grant Budget Narratives (State and Federal Perspective)	Administrative Guidance Manual/NIFA Financial Assistance Guidance	Post Award Management: Non-Formula	Partnership Building	Ethics: Don't Come to the Job Without It !!!!!!!	1890 Allowable Expenses: Section 1444 - Extension Program & Section 1445 - Evans Allen	Best Practices for a Civil Rights Review (Panel - State Perspective)	Best Practices for a Civil Rights Review (Panel - State Perspective)
11:30AM-1:30PM	Lunch							
1:30-2:45PM	Session 65	Session 66	Session 67	Session 68	Session 69	Session 70	Session 71	Session 72
Concurrent I	Surviving Without Cracking Up	Financial Reporting (State and Federal Perspective)	The Matching Game: Non-Formula	NIFA-OGFM Town Hall Meeting An Open Forum for Partner Feedback	Using On-line Technologies as a Professional Development Tool	USDA Success in Communities	Mental Health in the Workplace	Using Video in Diversity Education
2:45-3:15PM	Break							
3:15-4:30PM	Session 73	Session 74	Session 75	Session 76	Session 77	Session 78	Session 79	Session 80
Concurrent J	Partnering Through Teams	Budget Cuts (State, and County)	Mastering the RFA Process	Office of Grants and Financial Management (OGFM) Outreach Program	Coaching from the Line	1890 McIntire Stennis Program	Ideas for a Successful Extension Internship	Generational Differences - From Backpacks to Briefcases
6:00-11:00 PM	GROUP EVENT							