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February 4, 2013

**KANSAS BULLETIN NO. KS210-13-3**

**SUBJECT: ENG—Annual International Meeting of the American Society of Agricultural and Biological Engineers**

**Action required by:** February 15, 2013

**Purpose.** To provide guidance for attendance

**Expiration Date.** September 30, 2014

[National Bulletin 250-13-1](#) dated January 29, 2013, announces the American Society of Agricultural and Biological Engineers (ASABE) Annual International Meeting that will be held in Kansas City, Missouri, on July 21 to 24, 2013.

The state office will submit a composite Form NRCS-FNM-72, Meeting Approval, to National Headquarters. To be considered for attendance at the annual meeting, the employee must be engaging in one or more of the following activities.

- Presenting a paper, poster, or making a presentation
- Conducting training
- Maintaining credits for professional development units or continuing education credits
- Serving as an active member of a technical committee meeting at the annual meeting

Assistant state conservationists for field operations should forward a list of names and the following information for each person they are requesting attendance for at the meeting: duty station, lodging, M&IE, transportation costs, other expenses, and purpose for requesting attendance (see the above paragraph). Please submit these to Doreen McDowell by February 15, 2013.

**Contact:** Arvil Bass, State Conservation Engineer, at 785-823-4534 or [arvil.bass@ks.usda.gov](mailto:arvil.bass@ks.usda.gov)

*(signed)*

ERIC B. BANKS  
State Conservationist

DIST: A, Bass, Blume, Lang, Radatz, Larson, Clark, Klausmeyer, Schreck, Younker, Janssen, Severin, Biddle, Broxterman, Wiens

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