



Natural Resources Conservation Service
760 South Broadway
Salina, Kansas 67401-4604

Phone: 785-823-4500
FAX: 785-823-4540
www.ks.nrcs.usda.gov

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KANSAS INTRAOFFICE BULLETIN NO. KS120-7-1

SUBJECT: ADS – Natural Resources Conservation Service Conference Center and State Office Conference Room Management

Purpose. To provide guidance regarding sponsors, set-up, and equipment requests for meetings held in the conference rooms

Expiration Date. September 30, 2008

All meetings at the Natural Resources Conservation Service Conference Center (NRCS CC) require an "NRCS sponsor." The sponsor, a State Office (SO) employee, is responsible for all meeting arrangements, setting up the conference room for the meeting, and setting the security system at the NRCS CC. Attached are guidelines to help with meeting basics that will be posted at the NRCS CC.

To ensure that proper audio-visual and computer equipment is available for meetings held in the conference rooms at the NRCS CC at 747 Duvall and in the SO, the attached Request for Equipment Checklist has been updated. The computer and teleconferencing equipment, including software, will be maintained by Gail Painter, Office of the Chief Information Officer (OCIO), Information Technology Services (ITS). The audio-visual equipment will be maintained by Sheila Forrester, NRCS, Public Affairs Staff.

Please complete and e-mail the equipment checklist to Gail Painter and Sheila Forrester, with carbon copies to Kris Becker, Mary Shaffer, and Deanne Lull as soon as a conference room is reserved in Microsoft Outlook.

The checklist highlights the available equipment. It is the responsibility of the person scheduling the meeting to request any equipment and all network access that is needed. The attached checklist is fillable and can be accessed from the S drive--click on Service Center, NRCS, SHARE, templates, and then select Equipment Checklist.pdf.

(more)

DIST: S(E), Gail Painter, Kris Becker

Contact: Sheila Forrester, Visual Information Specialist, 785-823-4572, e-mail
sheila.forrester@ks.usda.gov

(signed)

HAROLD L. KLAEGE
State Conservationist

Attachments