

Better. Faster. Greener. Smart Strategies for High Performance Buildings

IFMA Research & Development Council and IFMA
Healthcare Council have joined together to create this
exciting event in Cambridge, MA.

Please come to meet your colleagues and discover new and sustainable ways to operate, design and build facilities.

You will hear from industry leaders and see new cutting edge buildings on world renown University and healthcare campuses.

May 4-6, 2008
Cambridge, MA



**Better, Faster, Greener — Smart Strategies
for High Performance Buildings**

IFMA R&D and Healthcare Council
2008 Joint Conference, May 4–6, 2008

Conference Program

Sunday, May 4, 2008

3:00 pm - 5:00 pm Exhibitor Set up
 3:00 pm - 5:00 pm Attendee and Exhibitor Registration in Foyer, Level 2
 5:00 pm Meet in Hotel Lobby for walk to Welcome Reception
 5:30 pm - 8:30 pm Welcome Reception at Genzyme's Corporate Headquarters

Monday, May 5, 2008

7:00 am - 2:00 pm Registration
 7:00 am - 8:00 am Breakfast in Exhibit Space
 8:00 am - 8:10 am Welcome from the Presidents and Introduction of Keynote Speaker
 8:10 am - 9:00 am Keynote Speaker- **Prof. Sarah Slaughter, Senior Lecturer/Sloan Sustainability Coordinator, MIT Sloan School of Management**

9:00 am - 9:15 am Break

9:15 am - 10:00 am Session 1
 RDC Track A New Industry Trend-Developing a Master Asset Protection Plan-Harvard Univ.
 HCC Track Building a LEED™ Silver Rated High Performance Replacement Hospital on Martha's Vineyard

10:00 am - 10:45 am Session 2
 RDC Track Vivarium Equipment Utility Planning: Energy Savings and Emerging Trends
 HCC Track Optimizing Project Outcomes in Pre-Design Using Life-Cycle Analysis

10:45 am - 11:30 am Session 3
 RDC Track Facility Decontamination & Decommissioning Certification for Environmental Closure
 HCC Track Greening of Healthcare Facilities: A Case Study

11:30 am - 1:00 pm Lunch in Exhibit Space

1:00 pm - 1:45 pm Session 4
 RDC Track Global Trends in R&D Facilities
 HCC Track Call a Doctor to Diagnose Your Master Plan

1:45 pm - 2:30 pm Session 5
 RDC Track Organizational Approach to the Changing Research Environment: A Case Study
 HCC Track Hospital Energy Use and Sustainability: What can a Manager do?

2:30 pm - 2:45 pm Break

2:45 pm - 3:30 pm Session 6
 RDC Track Change within Change: The Migration from Segregated to Universal Lab Design at Covidien
 HCC Track Leveraging Energy Savings to Finance Capital Improvements

3:30 pm - 4:15 pm Session 7
 RDC Track A Comprehensive Review of the IEQ and Energy Impact of Dynamically Varying Air Change Rates at Multiple Lab Facilities
 HCC Track ICRA (Infection Control Risk Assessment) During and After Construction

5:30 pm Meet in Lobby for Duck Tours
 6:00 pm Leave for tours and dinner
 7:30 pm - 10:00 pm Tour of Fenway Park and Dinner in State Street Pavilion with Live Music



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Conference Program, (cont.)

Tuesday May 6, 2008

7:00 am - 8:00 am	Breakfast in Exhibit Space
7:30 am - 8:00 am	Closing Remarks
8:00 am - 9:30 am	Exhibitor Breakdown
8:00 am - 8:45 am	Joint session with R&D and HC Councils - LEED Cost Analysis for Research Laboratories & Healthcare Facilities
8:45 am - 9:30 am	Joint session with R&D and HC Councils – “Town Meeting”, Open forum for all attendees
10:00 am	Meet in Lobby to load Shuttle Buses for Tours
10:30 am - 11:30 am	Tour 1
	RDC Tour - Harvard University-Northwest Science Center
	HCC Tour - Boston Medical Center, Moakley Building
11:30 a.m. – 12:15 p.m.	Lunch
	RDC at Harvard University
	HCC at Boston Medical Center
12:30 p.m.	Load Buses for Tour 2
1:00 p.m. – 2:00 p.m.	Tour 2
	RDC – Broad Institute
	HCC – Children's Hospital Boston, Clinical Tower
2:00 pm	Return to Hotel - End of Conference

RDC = Research & Development Council

HCC = Healthcare Council

CEU and CFM Points

These sessions have been submitted for CEU and CFM Maintenance Points. The Professional Development Department of the International Facility Management Association reviews the educational content of all programs. In accordance with the standards set by the International Association for Continuing Education and Training, this event will be awarded Continuing Education Units (CEUs). The Continuing Education Units awarded are nationally recognized units designed to provide a record of an individual's continuing education accomplishments. One CEU is awarded for each 10 contact hours of instruction.



Tradeshow

There will be specific vendors exhibiting in an area adjacent to the educational sessions, presenting the latest products, services, and technologies.



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Description of Sessions

SESSION 1 Monday 9:15 am - 10:00 am

RDC Track

A New Industry Trend - Developing a Master Asset Protection Plan at Harvard University

Bond Brothers and the Harvard School of Public Health have engaged on a pioneering effort to develop a Master Asset Protection Plan (MAPP) for the R&D school at its existing campus in an effort to plan for a historic move to a new location. A single source document, the MAPP, will capture key information about Harvard's people, processes, data, technology, and performance metrics. Developing the plan requires input from a variety of stakeholder groups including planning, finance, engineering, construction, IT, energy, and facilities. Once collected, this information will be used to establish and prioritize areas for improvement as well as provide design/construction guidelines for their new facility. The presentation will include discussion of this new best practice approach for effectively managing new and existing assets as well as the case study results from this innovative new process. The presentation will include scope development, project progress and the final results/outcome of the MAPP project.

Bond Brothers

John W. Fortin - Director, Facility Asset Management Services

Harvard School of Public Health

Daniel O. Beaudoin, CEM, LEEDv2 AP - Energy and Utilities Manager

HCC Track

Building a LEED™ Silver Rated High Performance Replacement Hospital on Martha's Vineyard

Beyond budgets, profits and market share, many healthcare providers are placing greater emphasis on sustainable design strategies. Martha's Vineyard Hospital is amongst a handful of hospitals nation-wide that are in the process of building a replacement hospital that is seeking LEED™ Silver Certification.

This project includes many standard green elements, such as designated space for recycling; preferred parking for hybrid vehicles; bicycle storage and changing rooms; and water conserving plumbing fixtures. Unique to the project is the fact it's being built on an environmentally sensitive site. Initial site work involved a technique called vibro compaction, which was complicated by the fact the hospital is surrounded by residents. No light trespass is a key factor in our LEED™ program, and will minimize light pollution in the adjacent neighborhood. This new hospital will include a solar photovoltaic electric system, a green roof terrace, and a system for capturing roof rainwater for irrigation.

Martha's Vineyard Hospital

Timothy Walsh - CEO

Thomas, Miller & Partners, LLC

Marc Rowland, AIA, ACHA. - Principal

Columbia Construction Company

Bruce Gordon - President



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Description of Sessions (cont.)

SESSION 2 Monday 10:00 am - 10:45 am

RDC Track

Vivarium Equipment Utility Planning, Energy Savings and Emerging Trends

Vivarium equipment requirements pose a significant burden on building utilities and construction. Sterilizers, washers, decontamination systems, procedure cabinets and animal caging are the key equipment affecting utility demands and facility design. Steam, Electricity, and HVAC requirements need to be planned and specific needs can vary depending on equipment selection. Energy and space saving opportunities may be realized through detailed equipment knowledge and diligent selection. New equipment designs and equipment integration approaches can provide improvements in efficiencies as well. BSL 3 facilities have unique requirements and equipment features must be selected to assure compliance. This comprehensive review of vivarium equipment provides the facility engineer with the information required to properly plan efficient energy systems for vivariums.

Northeast Scientific Associates

Daniel A. Ghidoni, PE, CIH, CSP - Applications Engineer

Consolidated Stills & Sterilizers

Arthur Trapotsis, MS BioChe - Vice President, Operations

ClorDiSys Solutions, Inc.

Mark A. Czarneski, MS Engineering Management - Director of Technology

HCC Track

Optimizing project outcomes in pre-design using life-cycle analysis

Life-cycle planning. Up-front project development. Value Management decisions. The optimum plan for your capital construction project will cost-effectively integrate multiple, complex relationships between healthcare professionals, patients, technology, administrative support, financial return, and marketplace forces and constraints. Here, Robert Blakey details how that is done with an up-front pre-design planning process structured around life-cycle analysis methods that deliver optimal, cost-effective solutions. He uses one of Cornell's latest science building projects to demonstrate how this planning approach impacts project team thinking, communications, consensus building, assessment and control of risk, budget development, selection of project components, and management of outcomes.

Strategic Equity Associates, LLC

Robert Blakey - Principal

SESSION 3 Monday 10:45 am - 11:30 am

RDC Track

Facility Decontamination & Decommissioning Certification for Environmental Closure

Environmental liabilities associated with the closing of research and manufacturing facilities have become increasing more costly. Many landlords have endured costly hazardous materials removals and expensive decontamination efforts when companies move out or go bankrupt. Many lease agreements require an environmental decontamination and decommissioning "certification" closure report prior to vacating the facility. Potential sources of hazardous residues must be identified, properly removed, and workplace surfaces tested for cleanliness. A properly designed and implemented decontamination certification assessment and report, by a properly qualified professional, will offer both the leasing company and the property manager or landlord considerable regulatory and legal protection.

Walters Environmental Health Consulting Services

Michael D. Walters, ScD, CIH, PE, QEP - Principal

Safety Partners, Inc.

Kimberley A Caserta



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Description of Sessions (cont.)

HCC Track

Greening of Healthcare Facilities: A Case Study

Hospitals present unique challenges to implementing sustainable design practices. Unlike typical commercial buildings, life saving, critical care facilities are energy intensive, open 24 hours-a-day, 7 days a week, and 365 days-a-year. Common sustainable design options employed in other types of facilities are often incompatible with the effective delivery of medical care or infection control requirements within the hospital. Input from multiple, diverse stakeholders must be considered. However, focused efforts that balance sustainability goals with thoughtful design and effective operations can significantly reduce environmental impacts while ensuring the core mission of the facility and maintaining a realistic budget. We will show through our experience with a new 350,000 SF critical care facility what specific functional, operational and financial considerations facility managers need to apply when evaluating options for green healthcare facilities.

Environmental Health & Engineering, Inc

John F. McCarthy, Sc.D., C.I.H. - President

Maximilian P. Chang, M.S. - Senior Scientist

SESSION 4 Monday 1:00 pm - 1:45 pm

RDC Track

Global Trends in R&D Facilities

Scientific discovery, as it crosses political and geographic boundaries, is propelling us towards a flat-world scientific community. R&D organizations rely on proven standards and protocols to maintain workplace consistency worldwide; while also making allowance for local cultural influences in their implementation. Maintaining best practices while responding to local influences is critical to the success of these facilities. This presentation will focus on three case studies. Each study will address the cultural, contextual and functional influences on the design of R&D facilities. These influences all contribute to satisfying a company's mission while responding to its employees and enhancing public perception.

CUH2A

Tom Smith, AIA, LEED AP - Senior Project Designer

F. Hoffman- La Roche Ltd. Pharma Global Engineering

Christiane Glanzmann - Senior Architect

HCC Track

Call a Doctor to Diagnose Your Master Plan

A consistent problem in strategic/master planning is identifying the proper physician support to achieve both general medical staff buy-in and necessary physician operational level direction. Organizations have made various attempts to gain needed "clinical" input, but the new wave of physician executives provides a previously untapped resource for builders, developers and architects. Adding a physician to your team can make your next building project run more efficiently, increase the chances of it being delivered on time and help decrease costly and frustrating change orders. Ultimately, you will also have happier end users and healthier patients.

Barry I Aron, MD - Physician Consultant



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Description of Sessions (cont.)

SESSION 5 Monday 1:45 pm - 2:30 pm

RDC Track

Organizational approach to the changing research environment: A case study of energy efficient design

This highly efficient new facility was designed using key aspects of sustainability as a basis for creating dynamic research spaces. Factoring in the evolving nature of research and development and the realities of operating and maintaining buildings today, countless design opportunities emerged. The UC Irvine Medical Education Building is a case study of this process. The design build team used the program developed by the University and the site selected for the new building, and developed a strategy to win the competition. They did this by aggressively pursuing a design that was so operationally efficient that it could provide 23% more building given the same budget. This case study presentation will provide a description of the process, ideas and outcome of the integrated design approach used to create an innovative and winning solution for the UC Irvine's new medical teaching facility.

Mithun

Richard Robison, AIA, NCARB, LEED® AP - Principal
Thomas J. Nelson, AIA, LEED® AP -Principal

HCC Track

Hospital Energy Use and Sustainability: What can a Manager do?

Buildings consume 38.5% of all US energy, and hospitals are a major factor in this consumption. It is generally practical and feasible to reduce building energy consumption by one third. Thus, facility managers who practice sustained Energy Management can potentially save 13% of all energy used in the U.S. ENERGY MANAGEMENT IS A TRULY SUSTAINABLE ACTIVITY. Using basic management techniques, healthcare plant operations managers can significantly improve the efficiency of most hospitals, and can maintain a high level of efficiency in the few that are actually efficient. This presentation includes case studies and examples.

Pearson Engineering

Richard J. Pearson, P.E. -Principal

SESSION 6 Monday 2:45 pm -3:30 pm

RDC Track

Change within Change; The migration from segregated, to universal lab design at Covidien. A Case Study

Margulies & Associates assisted Tyco Healthcare Kendall with updating a 45,000 sf R&D facility in Mansfield, Mass. During this process, a larger corporate initiative evolved, merging Kendall with US Surgical of Connecticut and Malinkrodt of St. Louis to form a new corporation, Covidien. In the formation of this new company, R&D would play a significantly more important role. Margulies & Associates worked closely with Vice President Tracy Accardi and the lab directors to update the physical design and work model of the Mansfield facility to result in a more universal lab environment featuring multi-purpose break out and shared collaborative spaces.

Covidien

Tracy Accardi - Vice President, Research & Development

Margulies & Associates

Joe R. Flynn - Senior Associate



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Description of Sessions (cont.)

HCC Track

Leveraging Energy Savings to Finance Capital Improvements

Energy saving strategies for the healthcare environment often times are difficult because of the critical environment and the requirement to meet current health and building codes. This case study will detail the specific solution that Odessa Memorial Hospital, an acute care facility, implemented as a response to rising energy costs and the lasting results. Odessa will also share how they leveraged the energy savings project to transform their aging facility into a state-of-the-art facility. Furthermore, throughout the entire project Odessa was able to remain open and maintain a high level of care for their patients. In addition to saving energy, the project that was implemented was equivalent of removing 33 cars from the road, or planting 68 acres of trees.

Odessa Memorial Healthcare Center

Mark D. Barglof - Administrator

TAC Energy Services

Trese Patchell - Account Executive

SESSION 7 Monday 3:30 pm - 4:15 pm

RDC Track

A Comprehensive Review of the IEQ and Energy Impact of Dynamically Varying Air Change Rates at Multiple Lab Facilities

The analysis of over a quarter million hours of lab and animal facility environmental and control data will be presented on the IEQ and significant energy savings impact of dynamically varying lab ACH rates. The concept and technology behind this approach will be discussed whereby lab air changes are reduced to safely reduce lab energy usage when lab air is “clean” and are increased when contaminants are sensed. The analysis of over 4 million sensor data values from 85 lab areas in 7 different facilities will be reviewed.

Aircuity, Inc.

Gordon P. Sharp -Chairman

HCC Track

ICRA (Infection Control Risk Assessment) During and After Construction

Infection and contamination control is one of the most critical issues facing hospitals today. This presentation by a healthcare architect and a facilities manager of a major healthcare institution will demonstrate how utilization of the ICRA (Infection Control Risk Assessment) can help hospitals meet this challenge during and after construction. It will cover the history and development of national ICRA guidelines as well as practical tools and procedures utilized during the implementation of complex requirements. Attendees will learn to: Identify elements of ICRA program to assist communication with consultants, contractors and staff; Recognize common pitfalls and potential change requests related to the ICRA requirements; Develop checklist for construction projects on a healthcare campus.

The S/L/A/M Collaborative

David D. Neal ,AIA, ACHA - Principal

UMASS Memorial Medical Center

George D. Nolan - Director, Capital Planning & Management



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Special Joint Session Tuesday 8:00 am - 8:45 am

LEED® Cost Analysis for Healthcare and Laboratories

The presentation will provide a brief LEED® overview so that all attendees understand the basic LEED® cost principles. This base will be developed into an understanding of the various LEED® cost impacts on LEED® rated facilities. The seminar will show how the cost of LEED® credits vary and how to select credits regarding first cost, annual savings, years of payback, and relative sustainability. LEED® credits vary from \$10,000 savings to an additional cost of \$250,000. The system that we will use is EarlyEco costing, developed by the presenter. An interactive portion of the seminar will use the attendee information to develop a deeper knowledge of the synergistic nature of LEED® costing. The interactive portion of the presentation will use IFMA member input parameters for a typical costing project. The seminar will illustrate the different levels of LEED®; Certified, Silver, Gold and Platinum and their costs and years of payback. The LEED® process of project costing at the initial project phase will be described from a point of view of the typical interactive design team as they meet real time problems. The information will also include how to budgeting for a LEED® building is analyzed and tracked over the schematic, design development and construction documents portion of the design process. The interactive portion of the presentation will lead into a question and answer session. Each attendee will receive a typical EarlyEco® printout.

MHTN Architects, Inc.

Bruce M. Haxton Senior Project Manager / Design Architect

Tours - Healthcare Track

Moakley Building at Boston Medical Center

The 134,000 gsf nationally award winning Moakley Building establishes a consolidated identity of cancer care programs on the BMC Campus while also expanding other key programs within one comprehensive center. The new building houses radiation medicine, a PET/CT scanner, ambulatory surgery, otolaryngology, the Center for Digestive Disorders, the Center for Cancer and Blood Disorders, surgical oncology and phlebotomy. The building, located at the center of this busy hospital campus, is organized around a four-story glass atrium that assists in wayfinding and natural light throughout the facility. In addition to the tour of the Moakley Building, you will have lunch in the newly renovated conference facility located in one of the historic buildings original to the campus, and hear about the latest developments at BMC including a new 250,000 sf ambulatory care building.



Children's Hospital Boston Berthiaume Family

Recipient of Modern Healthcare's 2006 Award of Excellence, the Berthiaume Family South Building designed by Shepley Bulfinch sets a new healthcare benchmark for Children's Hospital Boston, combining pioneering medical technologies with a healing environment for patients, families, and staff. Completed in 2005, this 240,000 s.f. tower houses the latest "smart box" technology in a unitized curtain wall skin, including: cardiac and medical/surgical ICUs, acuity-adaptable acute care units, imaging and surgical suites, and the nation's first intraoperative MROR. The project marks the latest phase in the hospital's 90-year partnership with the firm. Located on a tight urban site, the project required relocating underground utilities and a street.





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Tours - R&D Track

Harvard University Northwest Science Center

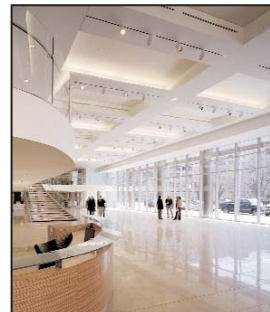
Designed by Craig Hartman and SOM's San Francisco office, the Harvard Northwest Science Center will bring together a broad array of researchers for formal collaborations and intellectual exchange, as well as support Harvard's mission to expose every undergraduate more broadly to science. "The building will accommodate collaborative research and teaching efforts for disciplines such as neuroscience, bioengineering, systems biology, computational biology, and biophysics."

The design avoids "hard-wiring" the labs through its flexible armature—"the central nervous system." that runs down the middle of the building, defining the pedestrian corridor and leaving the bench area free of columns and vertical penetrations. It will house up to 30 faculty and their research groups -- approximately 400 researchers and staff. This programmatic "Iceberg" has more than half the facilities below grade; including classrooms, seminar rooms, collection space, teaching labs, imaging, animal facilities and a chilled water plant.



The Edythe and Eli L. Broad Institute of MIT and Harvard

This 230,000 square foot facility is a new prototype for high hazard urban research buildings and provides a state of the art environment in which more than 600 life science researchers can think, create, and investigate. The building is a unique collaboration of Harvard University, its affiliated hospitals, and the Massachusetts Institute of Technology. The design imperatives of openness, flexibility and intellectual stimulation have informed a building that has given the Broad Institute the physical space it needs to achieve its objectives of transforming the understanding and healing of the human body. It accommodates the research practices of today and anticipates the methods of tomorrow. It facilitates the interaction and collaboration of some of the most gifted thinkers of our time. **2007 Lab of the Year High Honors award winner for R&D Magazine.**



For Security reasons, you must register for a tour on the Conference Registration Form. You will not be admitted on the shuttle bus without being registered and you must be on the shuttle, you can not meet the tour shuttle at the Building. Thank you for understanding.



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Networking

Welcome Reception - Sunday, May 4

Genzyme Center, Cambridge, MA

Please join us at Genzyme Center, the corporate headquarters for Genzyme Corporation, received the highest rating issued by the U.S. Green Building Council. Genzyme Center earned a Platinum certification under the Council's LEED® (Leadership in Energy and Environmental Design) Green Building Rating System™.

Genzyme Center was designed from the “inside out,” with a primary focus on creating a healthy, productive and exciting workplace for more than 900 Genzyme employees and setting a new standard in environmentally responsible architecture. From the building's striking all-glass exterior to its soaring internal atrium, each element of the building's design was created with the employee in mind.

Enjoy networking and cocktail reception and learn about the innovative design and cutting-edge technology it took to achieve this great building.



Dinner Reception - Monday, May 5

Duck Tour and Tour and Dinner at Fenway Park

Ride in the same Duck amphibious vehicles used on the Boston Red Sox 2007 victory parade. After splashing into the Charles and seeing the sites and sounds of Boston, visit the oldest park in Major League Baseball, Fenway Park. Fenway, where the Babe pitched, The Kid hit, Yaz dazzled, and Manny and Ortiz still thrill fans today.

Soak up the rich history and hear the echoes of the past, touch the Green Monster, take in the view from the Press Box and walk along the warning track before strolling around the rest of Fenway Park. After the tour you will head over to the State Street Pavilion Club to enjoy a great dinner with LIVE band music. Dress Casual.





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Hotel and Travel Information

Boston Marriott Cambridge Hotel

Just across the river from Boston, Cambridge offers an exciting multicultural setting where visitors from around the world visit the local attractions in addition to two of the world's premier educational institutions: Harvard University and Massachusetts Institute of Technology (MIT).

IFMA has reserved a block of rooms at a discounted rate of \$199 at the Cambridge Marriott hotel.

Please contact the hotel directly via phone or internet and mention IFMA Spring Conference. Room rates do not include applicable state and local taxes.

You must register by April 14 to receive the discount.

To register on line, visit
http://www.ifma.org/learning/events/rdc_hcc/rdc_hcc_reg.cfm
and choose hotel & travel tab.

Boston Marriott® Cambridge
Two Cambridge Center, (Broadway & Third Streets)
Cambridge, Massachusetts 02142 USA
Phone: 1-617-494-6600 or (800) 228-9290

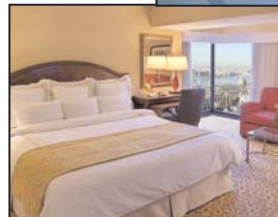
Travel

Airport:

- Logan International 5 miles
Subway service, fee: 2.0 (one way)
Estimated Taxi fare: \$30 (one way)

Other Transportation:

Bus and Train Station: South Station Subway Station:
Kendall Square/MIT Red Line



Parking:

Valet parking, fee: 28 USD daily
On-site Parking, fee \$8 hourly, \$20 daily

For those that arrive on Sunday: Triple Marriott Rewards Points and Marriott Bonus Bucks Coupons will be awarded for each night stay if you are a Marriott Reward Member.

Attendee Registration

Registration Information: See enclosed sheet or go to:

http://www.ifma.org/learning/events/rdc_hcc/rdc_hcc_reg.cfm



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Attendee Registration

You can register on line at http://www.ifma.org/learning/events/rdc_hcc/rdc_hcc_reg.cfm or fax this form to Jeannie Nguyen at 281-974-5656.

Please complete a separate registration form for each attendee.

PLEASE TYPE OR PRINT CLEARLY (Member Non-Member Mr. · Mrs. · Ms. · Miss · Dr.)

Name _____ Informal (Badge) Name _____
(Include designation i.e., CFM, FMA, etc.)

Company/Firm _____

Title/Position _____

Address _____

City/State/Zip _____

Phone () _____ Fax _____

Email Address _____

Member of RDC _____ HCC _____

Received Prior to 4/5		Received after 4/5 or on-site	
Member (IFMA)	\$325 <input type="checkbox"/>	Member (IFMA)	\$375 <input type="checkbox"/>
Non-Member	\$425 <input type="checkbox"/>	Non-Member	\$475 <input type="checkbox"/>
Spouse-Guest	\$180 <input type="checkbox"/>	Spouse-Guest	\$230 <input type="checkbox"/>

Registration includes all educational sessions, facility tours, breakfasts, lunches, reception, and Monday's dinner. Spouse/guest registration includes Sunday's reception and Monday's dinner only, no sessions.

Additional Tickets (for non-registered guests)

Date	Event	Cost	
May 4	Welcome reception	\$75	<input type="checkbox"/>
May 5	Networking Lunch	\$55	<input type="checkbox"/>
May 5	Duck tour and Dinner at Fenway	\$160	<input type="checkbox"/>

Payment must accompany registration form. Please make checks payable to IFMA

• Check • AMEX • MasterCard • Visa • Discover • Diner's Club

Card Number: _____

Exp: _____

Name as it appears on Card: _____

Signature of Cardholder: _____

Please check the functions you plan to attend.

Sunday, May 4

Networking Welcome Reception

Monday, May 5

Morning Educational Sessions

Networking Lunch

Afternoon Educational Sessions

Dinner Duck tour

Tuesday, May 6

Morning Educational Session

Facility Tours

RD Council tour

HC Council tour

To assist us in planning adequate facilities, please also fax this page to Sylvia Beaulieu at (978) 664-8548 prior to mailing. Thank You

Mail To: Jeannie Nguyen, Council Services Liaison
International Facility Management Association
1 E. Greenway Plaza Suite 1100
Houston, TX 77046

Registration is confirmed only when payment is received.

Conference Cancellations - Cancellations must be made in writing. If cancellations are received by April 5, a full refund, minus a \$50 handling fee, will be issued. After that time, no refunds will be granted. If you are unable to attend, substitutions will be accepted.