



SPEAKER INFORMATION

We are delighted that you will be participating as a speaker during the United States' first presentation of The International Bioenergy Days Conference. We look forward to welcoming you to Mankato, Minnesota! This packet is a follow-up to the initial confirmation, which you received and signed. This packet provides a number of important materials for your review and an Arrangements Form for you to return right away.

About The Congress

Attached are a brief overview and an agenda for the conference. More complete information can be found in the conference brochure, which is available at www.mngts.org/BioenergyDays/speakerinfo and on the official conference website www.bioenergydays.com. A diverse gathering of attendees, speakers and exhibitors from many states and countries will be in attendance.

Congress Dates and Locations

This is a "moving" event, which starts in St. Paul on **Sunday afternoon, September 28** in St. Paul, moves to Mankato later that day for the two and a half day conference and tradeshow. It then returns for special activities in St. Paul on the morning of October 1, and concludes with optional Study Tours around different parts of the state between October 1 and 3.

Main Venue for Speakers:

Minnesota State University—Mankato, Centennial Student Union, Mankato, Minnesota

Dates of Educational Conference and Tradeshow in Mankato:

Sunday, September 28 at 4:30 through Tuesday evening, September 30.

TRAVEL ARRANGEMENTS

Travel Plans/Lodging

We encourage you to spend as much time enjoying Mankato and our state as possible! **You are responsible for making your own travel and lodging arrangements. Expenses will be reimbursed according to the policy indicated in a separate section below.**

Twin Cities: If you arrive early or stay later and would like accommodations near the airport (and Mall of America), you might consider the following:

- Cambria Suites, 952-854-0300, www.cambriasuites.com
- Embassy Suites, 952-884-4811, www.embassysuites.com
- Hilton Airport, 952-893-9500, www.hilton.com

Mankato:

Rooms are available at the following five hotels. Rates quoted below are in U.S. dollars. **Be sure to specify that you are with Bioenergy Days in order to obtain these greatly reduced rates. Room blocks are only guaranteed through Friday, August 29.**

- **AmericInn & Suites** (\$79.99/night)—Special Amenities: Free continental breakfast, indoor pool, spa, on-site workout facilities and Free High speed Internet. **NOTE: Located immediately adjacent to Mankato University campus.** Contact Information: 240 Stadium Road, Mankato, Minnesota 56001, 507-345-8011 or 800-634-3444, www.americinn.com
- **Best Western** (\$74.99/night)—Special Amenities: Free continental breakfast, largest indoor pool in Mankato area, whirlpool, sauna & game room, full service restaurant & lounge, refrigerators in all rooms and free High Speed Internet. Contact Information: 111 West Lind Court, Mankato, Minnesota 56003, 507-625-9333, www.bestwestern.com
- **Country Inn & Suites** (\$89.00/night)—Special Amenities: Free continental breakfast, indoor pool, fitness center, connected to full-service restaurant, and refrigerators/microwaves in all rooms. Contact

Information: 1900 Premier Drive, Mankato, Minnesota 56001, 507-388-8555 or 800-456-4000, www.countryinns.com/mankatomn

- **Hilton Garden Inn** (\$99.00/night)—Special Amenities: Indoor pool & whirlpool, workout facility, free enclosed parking, full-service restaurant, 24-hour business center, refrigerator & microwave in all rooms, self-adjusting Garden Sleep System beds and free High Speed Internet. Contact Information: 20 Civic Center Plaza, Mankato, Minnesota 56001, 507-344-1111, www.mankatodowntown.staygi.com
- **Holiday Inn Civic Center** (\$89.99/night)—Special Amenities: Free covered parking, indoor pool, whirlpool & sauna, gym & game room, and free DSL and wireless Internet. Contact Information: 101 East Main Street, Mankato, Minnesota 56001, 507-345-1234 or 800-HOLIDAY. www.holiday-inn.com/mankatomn

Ground Shuttle Service

On Sunday, September 28, the conference provides free transportation roundtrip from the University of Minnesota, St. Paul campus to Minnesota State University-Mankato. Those planning to take advantage of the bus service must arrive at the Continuing Education Center, 1890 Buford Avenue, St. Paul, Minnesota by 2:30 p.m. Free shuttle service will also be provided between Minnesota State University-Mankato and the hotels throughout the conference.

Pre-Registration for Conference and Study Tours

Conference registration is free for speakers, but it is important to pre-register online at www.bioenergydays.com. This is also the place to register for any of the five Study Tours. Payment is required for the tours. NOTE: The brochure describes four tours (two 2 ½ day tours and two 1 ½ day tours). A half-day tour of Minneapolis and St. Paul bioenergy-related sites has been added on Wednesday afternoon, October 1.

Expense Reimbursement Policy for Speakers

Moderators and presenters will be compensated for their travel, mileage and lodging. Their payments will be issued after they have completed the attached Speaker Reimbursement Form and returned it along with receipts for general boarding rates (mileage at U.S. federal rate) and hotel accommodations for the Mankato part of the conference. The moderators and presenters will not be reimbursed for first class accommodations. Speakers will receive free conference registration and will be able to attend all events in the Mankato and St. Paul locations. Checks will be cut for moderators and presenters within 14 days after receipts arrive at: Bioenergy Days Congress Office, 2233 University Avenue West, Suite 150, St. Paul, MN 55114. They can also be sent by email (with scanned receipts) to Catherine Dubbe at cdubbe@mngts.org.

PRESENTATION ARRANGEMENTS

AV Equipment and Handouts

See the attached Speaker Arrangement Form for details. **Please complete and return the form by September 3** so that preparations can be made for your session.

Final Check-in

Final check-in will take place in Mankato at the Centennial Student Union of Minnesota State University—Mankato. Speakers are asked to arrive at the conference at least 45 minutes before their session. Please check in at the Speaker Check-in area of Conference Registration to receive your name badge and conference materials, as well as directions to your session room.

Contact On-Site

Helene Johnson, Executive Director, Government Training Services, will be the contact for speakers on-site. She can be reached by cell phone 612-799-0104 or by having her paged at the Registration Desk.



About Government Training Services

Your Proven Resource for Meeting Your Conference, Education and Project Needs

GTS is a non-profit organization dedicated to helping those who provide services to Minnesota citizens and communities meet current needs for knowledge and skills and prepare for changes to come. It is providing conference and exhibit coordination services to the Bioenergy Days Steering Committee for this event.