**Exhibit B**

Schedule of Events & Meeting Room Plans

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Start Time** | **End Time** | **Function** | **Room Name** | **Setup** | **Chairs** | **AV**  **(see key)** |
| **Thursday, March 22, 2018** | | | | | | |
| 12:00 PM | 11:59 PM | Storage | Bedford or Indiana | -- | -- | -- |
|  |  |  |  |  |  |  |
| **Friday, March 23, 2018** | | | | | | |
| 6:00 AM | 11:59 PM | Office & Storage | Franklin/Greene & Bedford | Special | -- | -- |
| 6:00 AM | 11:59 PM | Additional Storage | Indiana & Jefferson | -- | -- | -- |
| 8:00 AM | 6:00 PM | Meeting | Parkview West | Conference, 2/6ft | 12 | -- |
| 8:00 AM | 6:00 PM | Meeting | Allegheny | U-Shape, 2/6ft | 16 | (1B) |
| 8:00 AM | 6:00 PM | Meeting | Monongahela | U-Shape, 2/6ft | 20 | (1B) |
|  |  |  |  |  |  |  |
| **Saturday, March 24, 2018** | | | | | | |
| 6:00 AM | 11:59 PM | Office/Storage | Franklin/Greene & Bedford | Special | -- | -- |
| 6:00 AM | 11:59 PM | Additional Storage | Indiana & Jefferson | -- | -- | -- |
| 8:00 AM | 6:00 PM | Meeting | Parkview West | Conference, 2/6ft | 12 | -- |
| 8:00 AM | 6:00 PM | Meeting | Allegheny | U-Shape, 2/6ft | 16 | (1B) |
| 8:00 AM | 6:00 PM | Meeting | Monongahela | U-Shape, 2/6ft | 20 | (1B) |
| 2:00 AM | 5:30 PM | Pre-con Meeting | TBD | Boardroom | 12 | -- |
|  |  |  |  |  |  |  |
| **Sunday, March 25, 2018** | | | | | | |
| 6:00 AM | 11:59 PM | Office/Storage | Franklin/Greene & Bedford | Special | -- | -- |
| 6:00 AM | 11:59 PM | Additional Storage | Indiana & Jefferson | -- | -- | -- |
| 12:00 PM | 11:59 PM | Registration | 17th FL Registration Counter | Registration | -- | -- |
| 8:00 AM | 11:00 AM | Officer Huddle Bkfst | TBD | Boardroom | 8 | flipchart |
| 8:00 AM | 6:00 PM | Meeting | Parkview West | Conference, 2/6ft | 12 | -- |
| 8:00 AM | 6:00 PM | Meeting | Carnegie III | U-Shape, 2/6ft | 18 | (1A) |
| 2:00 PM | 6:00 PM | NEMA Meeting | Allegheny | U-shape, 2/6ft, w/bever cart | 20 | (1A) |
| 2:00 PM | 6:00 PM | Admin Meeting | Monongahela | U-Shape, 2/6ft, w/buffet | 28 | (1A) |
| 5:00 PM | 6:30 PM | Welcome Reception | Grand Ballroom | Reception, with ~40% seats | 500 | -- |
| 6:30 PM | 8:30 PM | Dinner w/Program | Grand Ballroom & Urban | Banquet, with rounds  Rounds, 7/60" crescent | 350 | (1B) (2D) |
|  |  |  |  |  |  |  |
| **Monday, March 26, 2018** | | | | | | |
| 6:00 AM | 11:59 PM | Office/Storage | Franklin/Greene & Bedford | Special | -- | -- |
| 6:00 AM | 11:59 PM | Additional Storage | Indiana & Jefferson | -- | -- | -- |
| 6:00 AM | 11:59 PM | Registration | 17th FL Registration Counter | Registration | -- | -- |
| 7:00 AM | 11:59 PM | Ad Hoc Meeting | Parkview East | Conference, 2/6ft | 8 | -- |
| 9:30 AM | 11:59 PM | Ad Hoc Meeting | Parkview West | Conference, 2/6ft | 12 | -- |
| 7:00 AM | 11:59 PM | Ad Hoc Meeting | Conference Center C | U-Shape, 2/6ft | 14 | -- |
| 7:00 AM | 11:59 PM | Ad Hoc Meeting | Carnegie III | U-Shape, 2/6ft | 18 | (1A) |
| 7:00 AM | 8:30 AM | Attendees Breakfast | Urban | Rounds, 8/60" | 280 | -- |
| 8:00 AM | 9:30 AM | Spouses Breakfast | Riverboat (or Terrace Rm?) | Fixed Set or Rounds, 8/60" | 80 | -- |
| 7:00 AM | 7:50 AM | Special Breakfast | Oliver | Conference, 2/6 ft, w/buffet | 16 | -- |
| 7:00 AM | 7:50 AM | Newcomers Bkfst | Monongahela | Classroom, w/buffet | 80 | (1A) (2A) |
| 8:00 AM | 9:15 AM | OPENING SESSION | Grand Ballroom | CL/TH Mix, 200 CL 2/6ft | 600 | (1B) (2D) |
| 9:30 AM | 6:00 PM | -- Breakout | Grand Ballroom | -- CL/TH Mix, 200 CL 2/6ft | 350 | cont'd |
| 9:30 AM | 6:00 PM | -- Breakout | Monongahela | -- CL/TH Mix, 100 CL 2/6ft | 200 | (1A) (2B) |
| 9:30 AM | 6:00 PM | -- Breakout | Conference Center A | -- CL/TH Mix, CL 80 2/6ft | 160 | (1A) (2A) |
| 9:30 AM | 6:00 PM | -- Breakout | Allegheny | -- CL/TH Mix, CL 50 2/6ft | 80 | (1A) |
| 9:30 AM | 6:00 PM | -- Breakout | Frick | -- CL/TH Mix, CL 30 2/6ft | 60 | (1A) |
| 9:30 AM | 6:00 PM | -- Breakout | Conference Center B | -- CL/TH Mix, CL 20 2/6ft | 50 | (1A) |
| 12:00 PM | 1:30 PM | Standards Luncheon | Urban  buffet, head riser-table for 6 | Rounds, 7/60" crescent | 245 + 6 | (1A) (2C) |

**AV KEY**

(1A) IEEE provide PC projector, Hotel provide appropriately sized screen, cart and power strip.

(1B) Hotel provide PC projector, screen, cart and power strip.

(2A) One floor mic in front of room. (2B) One floor mic in front of room or on podium, one floor mic at mid-room for Q&A.

(2C) Lunches: One podium mic, one wireless lapel mic, one wireless handheld mic.

(2D) Opening & Closing Sessions: One podium mic, 1-2 wireless lapel mics, 2 table mics at head table, 2-3 floor mics at mid-room for Q&A.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Start Time** | **End Time** | **Function** | **Room Name** | **Setup** | **Chairs** | **AV**  **(see key)** |
| **Tuesday, March 27, 2018** | | | | | | |
| 6:00 AM | 11:59 PM | Office/Storage | Franklin/Greene & Bedford | Special | -- | -- |
| 6:00 AM | 11:59 PM | Additional Storage | Indiana & Jefferson | -- | -- | -- |
| 6:00 AM | 11:59 PM | Registration | 17th FL Registration Counter | Registration | -- | -- |
| 7:00 AM | 11:59 PM | Ad Hoc Meeting | Parkview East | Conference, 2/6ft | 8 | -- |
| 7:00 AM | 11:59 PM | Ad Hoc Meeting | Parkview West | Conference, 2/6ft | 12 | -- |
| 7:00 AM | 11:59 PM | Ad Hoc Meeting | Conference Center C | U-Shape, 2/6ft | 14 | -- |
| 7:00 AM | 11:59 PM | Ad Hoc Meeting | Carnegie III | U-Shape, 2/6ft | 18 | (1A) |
| 7:00 AM | 8:30 AM | Attendees Breakfast | Urban | Rounds, 8/60" | 280 | -- |
| 8:00 AM | 9:30 AM | Spouses Breakfast | Riverboat (or Terrace Rm?) | Fixed Set or Rounds, 8/60" | 80 | -- |
| 7:00 AM | 7:50 AM | Special Breakfast | Frick | CL, 2/6ft, w/buffet | 30 | -- |
| 8:00 AM | 6:00 PM | -- Breakout | Grand Ballroom | -- CL/TH Mix, 200 CL 2/6ft | 350 | (1B) (2D) |
| 9:30 AM | 6:00 PM | -- Breakout | Monongahela | -- CL/TH Mix, 100 CL 2/6ft | 200 | (1A) (2B) |
| 8:00 AM | 6:00 PM | -- Breakout | Conference Center A | -- CL/TH Mix, CL 80 2/6ft | 160 | (1A) (2A) |
| 8:00 AM | 6:00 PM | -- Breakout | Allegheny | -- CL/TH Mix, CL 50 2/6ft | 80 | (1A) |
| 9:30 AM | 6:00 PM | -- Breakout | Frick | -- CL/TH Mix, CL 30 2/6ft | 60 | (1A) |
| 8:00 AM | 6:00 PM | -- Breakout | Conference Center B | -- CL/TH Mix, CL 20 2/6ft | 50 | (1A) |
| 12:00 PM | 1:30 PM | Awards Luncheon | Urban  plated, head riser-table for 6 | Rounds, 7/60" crescent | 245 + 6 | (1A) (2C) |
|  |  |  |  |  |  |  |
| **Wednesday, March 28, 2018** | | | | | | |
| 6:00 AM | 11:59 PM | Office/Storage | Franklin/Greene & Bedford | Special | -- | -- |
| 6:00 AM | 11:59 PM | Additional Storage | Indiana & Jefferson | -- | -- | -- |
| 6:00 AM | 11:59 PM | Registration | 17th FL Registration Counter | Registration | -- | -- |
| 7:00 AM | 11:59 PM | Ad Hoc Meeting | Parkview East | Conference, 2/6ft | 8 | -- |
| 7:00 AM | 11:59 PM | Ad Hoc Meeting | Parkview West | Conference, 2/6ft | 12 | -- |
| 7:00 AM | 11:59 PM | Ad Hoc Meeting | Conference Center C | U-Shape, 2/6ft | 14 | -- |
| 9:30 AM | 11:59 PM | Ad Hoc Meeting | Carnegie III | U-Shape, 2/6ft | 18 | (1A) |
| 7:00 AM | 8:30 AM | Attendees Breakfast | Urban | Rounds, 8/60" | 280 | -- |
| 8:00 AM | 9:30 AM | Spouses Breakfast | Riverboat (or Terrace Rm?) | Fixed Set or Rounds, 8/60" | 80 | -- |
| 7:00 AM | 7:50 AM | Special Breakfast | Frick | CL, 2/6ft, w/buffet | 30 | (1A) |
| 7:00 AM | 8:30 AM | Special Breakfast | Monongahela | Classroom, w/buffet | 100 | (1A) (2B) |
| 8:00 AM | 6:00 PM | -- Breakout | Grand Ballroom | -- CL/TH Mix, 200 CL 2/6ft | 350 | (1B) (2D) |
| 9:30 AM | 6:00 PM | -- Breakout | Monongahela | -- CL/TH Mix, 100 CL 2/6ft | 200 | (1A) (2B) |
| 8:00 AM | 6:00 PM | -- Breakout | Conference Center A | -- CL/TH Mix, CL 80 2/6ft | 160 | (1A) (2A) |
| 8:00 AM | 6:00 PM | -- Breakout | Allegheny | -- CL/TH Mix, CL 50 2/6ft | 80 | (1A) |
| 9:30 AM | 6:00 PM | -- Breakout | Frick | -- CL/TH Mix, CL 30 2/6ft | 60 | (1A) |
| 8:00 AM | 6:00 PM | -- Breakout | Conference Center B | -- CL/TH Mix, CL 20 2/6ft | 50 | (1A) |
|  |  |  |  |  |  |  |
| **Thursday, March 29, 2018** | | | | | | |
| 6:00 AM | 3:00 PM | Office/Storage | Franklin/Greene & Bedford | Special | -- | -- |
| 6:00 AM | 3:00 PM | Additional Storage | Indiana & Jefferson | Special | -- | -- |
| 7:00 AM | 8:30 AM | Attendees Breakfast | Urban | Rounds, 8/60" | 240 | -- |
| 8:00 AM | 9:30 AM | Spouses Breakfast | Riverboat (or Terrace Rm?) | Fixed Set or Rounds, 8/60" | 80 | -- |
| 8:00 AM | 12:00 PM | CLOSING SESSION | Grand Ballroom | CL/TH Mix, 200 CL 2/6ft | 400 | (1B) (2D) |
| 1:00 PM | 6:00 PM | Meeting | Allegheny | U-Shape, 2/6ft | 16 | (1B) |
| 1:00 PM | 6:00 PM | Meeting | Monongahela | U-Shape, 2/6ft | 20 | (1B) |
|  |  |  |  |  |  |  |
| **Friday, March 30, 2018** | | | | | | |
| 6:00 AM | 12:00 PM | Meeting | Allegheny | U-Shape, 2/6ft | 16 | (1B) |
| 6:00 AM | 12:00 PM | Meeting | Monongahela | U-Shape, 2/6ft | 20 | (1B) |