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United States
Department of
Agriculture

Research,
Education, and
Economics

National Institute
of Food
and Agriculture

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Washington, DC
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TO: State Extension Directors/Administrators
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FROM: Chavonda Jacobs-Young *Chavonda Jacobs-Young*
Acting Director, National Institute of Food and Agriculture

SUBJECT: 2012 National Extension and Research Administrative Officers'
Conference (NERAOC)

The 2012 National Extension and Research Administrative Officers' Conference (NERAOC), which will be co-hosted by West Virginia University and West Virginia State University, will be held at Waterfront Place Hotel, 2 Waterfront Place, Morgantown, West Virginia, May 20-23, 2012.

The Conference provides state participants with the opportunity to share information with their peers in budget, finance, grants management, human resources management, civil rights and diversity.

The 2012 Program Planning Committee is busy developing an agenda for the Conference, coordinating speakers for the general sessions and eighty breakout sessions, and assisting the host institution with preparations for the event.

Online registration will begin in late January 2012. Until March 31, 2012, the early bird registration fee for attendees is \$550.00. The fee for registrations made April 1, 2012, through May 4, 2012, is \$600.00. Registrations received after May 4, 2012, will be considered late registrations and will be at a cost of \$650. Online registration ends May 4, 2012, at which point you will need to register on-site at the conference location. All one day registrations completed after May 4, 2012, will incur a \$50 late fee per person.

Registration and online comprehensive information about the Conference, including the agenda and breakout session description information, visit: <http://neraoc.ext.wvu.edu/>.

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Please make your hotel reservations as soon as possible using the group codes below to receive the discounted rates:

Waterfront Place Hotel	116406	\$102 (reservations are currently full)
Hilton Garden Inn	NERAOC 2012	\$99
Fairfield Inn & Suites by Marriott	NEC/G114	\$85 and \$95

In keeping with the annual Conference rotation, NIFA is currently seeking a host in the Southern Region for the 2013 NERAOC. If your institution is interested in hosting the 2013 NERAOC, please contact the NIFA liaison.

If you have any questions about the Conference that are not answered by the website, please contact Brenda Barnett, at (202) 401-6520 or bbarnett@nifa.usda.gov, Jessie Momen, at (304) 293-8747 or jlmomen@mail.wvu.edu or Bob Nickelson, at (304) 293-8753 or rsnickelson@mail.wvu.edu.