



33rd Annual

FLORIDA MASTER GARDENER CONTINUED TRAINING CONFERENCE

October 20-23, 2013

Embassy Suites Orlando - Lake Buena Vista South
Kissimmee, Florida



Dear Master Gardener Participants,

The conference is only 1.5 weeks away! Here are some important reminders before you head to the Conference. We encourage you to please talk to the hotel in advance if you have any questions about which credit cards are accepted for payments, etc. If you chose to commute to the conference each day you will not be eligible for the Embassy Suites complimentary hot to order breakfast and nightly manager's reception included in the guest room rate. The conference will not be offering a daily continental breakfast due to the hotel providing this amenity. **Remember there is No Horticulture Auction this Year.** Let us know if you have any questions about the conference information below.

Sunday Field Trips

All field trip participants have been sent a separate email with detailed information about loading, etc.

Hotel & Local Information

- Directions & Map: [CLICK HERE for directions and map to the Embassy Suites Orlando – Lake Buena Vista South](#)
- **Hotel Check-in is 3:00pm.** The hotel will make every effort to check you in early on Sunday if rooms are available.
- Self-Parking is free.
- Microwaves and fridges are in all guest rooms.
- High-speed internet in the guest rooms is \$9.95/day. Only the commons areas of the hotel have complimentary Wi-Fi.
- The Embassy Suites Orlando-Lake Buena Vista South hotel has non-smoking and smoking rooms.
- Dining at the Hotel: <http://embassysuites3.hilton.com/en/hotels/florida/embassy-suites-orlando-lake-buena-vista-south-MCOLKES/dining/index.html>
- Nearest Hospital and Emergency Room: Florida Hospital Celebration / 400 Celebrations Place, Kissimmee (407) 764-4000
- Nearest Walgreens: 5180 W Irlo Bronson Memorial Hwy (407) 589-2120
- Nearest Publix: 2915 Vineland Road 34746 (across the street) (407) 396-7525
- The Meeting Space Floor Plan is available for you to print out in advance: <http://conference.ifas.ufl.edu/gardener13/space%20diagram%20only%20hi%20res.tif>

- Check out the area information link with discount attraction tickets, etc.:
<http://orlandoconventionaid.com/event/university-of-florida-uf-institute-of-food-agricultural-sciences-ifas>

Conference Registration Counter will be located in the Conference Center Palms Ballroom Foyer. Registration opens each day at 7:30am except for Wednesday which opens at 8:00am. Please Note: in an effort to be more 'green', the Conference is providing a reusable water bottle in your conference bag this year. We will not be providing sodas so please plan accordingly. The Center for Landscape Conservation & Ecology will be sponsoring the conference bags this year.

Nametags – Your nametag serves as your ticket to all functions, so please make sure to wear it at all times. Please check at Registration to register and pay for a Guest. Guests must also wear their nametag for entry into the Welcome Reception and the Wednesday Awards Program. All food and beverage functions are prepared based on the number of people that selected they were attending. We appreciate everyone's cooperation in this.

Complimentary Hotel Breakfast & Manager's Reception

All participants staying at the Embassy Suites will be able to get a complimentary hot-to-order breakfast each morning from 6:30am-9:30am in the hotel dining room and a nightly manager's reception from 5:30pm-7:30pm. Please Note: If you do not stay in the hotel Sunday night, you will not be eligible for the Monday morning breakfast. You must stay the previous night in order to be eligible for the complimentary hotel breakfast. If you are not arriving until Monday morning, we recommend that you grab breakfast on your way to the conference that morning or purchase food at the hotel.

AM/PM Breaks

Coffee and tea, along with other beverages and snacks will be served daily at designated times only. Please consult the Conference Agenda for morning and afternoon break times. Participants can also purchase coffee, tea and various other items at the hotel's grab and go store, The Market Place, located near the elevators. The hours of operation are: Monday – Sunday 7:00am-10:00pm. There is also a Starbucks vending machine available in the conference center prefunction hallway.

Guests

Please remember that guests are allowed participation in the Monday Welcome Reception, and the Wednesday Awards Program and Luncheon. Guests are not permitted to attend the daily educational sessions or food and beverage breaks. We appreciate your cooperation in this matter.

Agenda

Please check the Conference Agenda each day as start times will vary. On Monday, the opening Welcome and General Session kicks off at 9:00am. On Tuesday, the General Session starts at 8:00am and on Wednesday, the General Session starts at 8:30am.

County Displays & Exhibits Room

The County Display/Exhibit room [Magnolia B] will be open at 3pm on Sunday for setup. Please make sure you have ordered any internet that you may need BEFORE arriving at the hotel as requested on the conference website. You will be responsible for ordering and paying directly with the hotel. **Setup Instructions:** Each display table will have an ID card for you to locate your table. If you arrive after 6:00pm on Sunday night, please plan to setup on Monday, October 21st, from 7:00am – 9:00am. *Viewing for participants will begin at 11:30am.* **Removal Instructions:** All Displays should be removed no later than Wednesday, October 23rd, immediately following the conclusion of the conference.

Sponsors

Please welcome and give a special thank you to our conference sponsors this year and make sure to stop by and see what information they have to offer participants: The Rainbarrel Depot, FANN (Florida Association of Native Nurseries) and FWF (Florida Wildflower Foundation).

IFAS Book Store Hours

The UF/IFAS Bookstore [Cypress 2/3] will be open on Monday morning at 11:30am. Please consult the conference Agenda for exact times.

Special Discounted Lunch Offered by Hotel on Monday: for a discounted price of \$14.00 including a drink, tax and tip, Master Gardeners can buy a hot lunch on Monday without having to leave the hotel. The menu includes dessert and you can view on the conference website or by [clicking here](#). The lunch will be setup in the hotel restaurant.

Welcome Reception

The Monday Reception will be held on the 2nd Floor Key West Terrace overlooking the hotel pool. Please remember to wear your Nametag for entry and remember that Guests attending must have their nametag on as well. County Pictures will be taken about 30 minutes after the reception starts. Please gather all your county Master Gardeners and look for Tyler, the IFAS Photographer, to assist with your County pictures. He will be available until 7:45pm.

Tuesday Horticulture ID and Judging Contest

This year's event will take place on Tuesday afternoon so that everyone has a chance to participate. It will start at 1:15pm-3:15pm in Cypress 2/3. ***Please arrive 10 minutes prior to sign up and receive instructions for participation.***

MG Coordinator Interactive Panel (Moderated by County Agents)

This panel will be offered in the General Session room during the 2:15pm-3:15pm hour if you do not want to participate in the Horticulture ID & Judging Contest.

Wednesday Awards Program & Luncheon

The morning begins with a General Session by Jaret Daniels on ***Today's Butterfly Gardens*** at 8:30am, and then the Awards Program and plated luncheon from at 9:45am-12:15pm. Our closing speaker this year is Gail Hansen, speaking on ***Landscape Design with Function in Mind*** at 12:15pm which will close out the conference at 1:30pm.

Conference Evaluations

We will be providing evaluations at the Awards Luncheon on Wednesday. If you are planning to come for one day only, please pick up an evaluation at the conference registration counter.

The conference is filled with lots of opportunities to learn and to share information with other volunteers. Come to hear the latest information, meet new Master Gardener friends from around the state and enjoy all that Central Florida has to offer.

We look forward to seeing you in Kissimmee and please drive safely!

Sharon and Tom