

From: [Nordholm, Gail \[DOT\]](#)
To: [Nordholm, Gail \[DOT\]](#)
Subject: Iowa County Engineers Office Organization 31st Annual Conference
Date: Thursday, July 01, 2010 8:17:27 AM

TO: County Engineers

CC: Service Bureau and Office of Local Systems

FROM: Office of Local Systems

SUBJECT: Iowa County Engineers Office Organization 31st Annual Conference

DATE: July 1, 2010

Please be sure that the ICEOO (Iowa County Engineers Office Organization) members receive the following information.

It is time to register for the Fall Conference! The following links are for the Registration Form, Conference Agenda, Direct Billing Form, hospitality room party invitation, and an interactive map to the Marriott Hotel:

http://www.iowadot.gov/local_systems/mailing/2010/june/2010_iceoo_registration.pdf

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http://www.iowadot.gov/local_systems/mailing/2010/june/2010_iceoo_conference_agenda.pdf

http://www.iowadot.gov/local_systems/mailing/2010/june/iceoo_direct_billing.pdf

http://www.iowadot.gov/local_systems/mailing/2010/june/hospitality_ticket_invite.pdf

[Marriott Hotel](#)

Registration needs to be returned by September 15, 2010, to Vicki Hillock, ICEOO Treasurer, Story County. The hotel asks that you bring a copy of your **tax exempt certificate** with you, also.

If you have any questions, please feel free to contact any of the ICEOO Board Members.

If you are unable to open the information provided, please let me know.

Thanks,

Gail Nordholm
Secretary, Office of Local Systems
Iowa Department of Transportation
515-239-1528
gail.nordholm@dot.iowa.gov

Note: Documents are in Adobe Acrobat's pdf format. If you do not have the Adobe Acrobat Reader software, you can download it free of charge at <http://www.adobe.com/products/acrobat/readstep.html>

Mailings are available at the Local Systems Weekly Mailing web address http://www.iowadot.gov/local_systems/mailing/main_mailing.htm

Iowa County Engineer's Office Organization
Registration for Fall 2010 Meeting
West Des Moines Marriott

July 2010

Please complete the registration form below and return it with payment by **September 15th, 2010**. The registration fee will be \$150; late registration fee will be \$160. Included in the registration fee are Thursday, October 14th Registration/Morning Session refreshments, lunch buffet, afternoon refreshments, dinner that evening and breakfast on Friday, October 15th. To keep our conference costs down, please indicate only the meals you will participate in.

Thursday Lunch: The Deli Buffett: Soup Du Jour (Chef's Specialty Soup), House Made Ranch and Italian Iowa farm house salad with Iowa sweet corn, tomato and cucumber, sliced turkey, sliced roast beef, and shaved ham, sliced Swiss, American and Cheddar cheeses, assorted breads and rolls, and condiments, lettuce, sliced tomatoes, onions, and pickles, herbed pasta salad, potato chips, gourmet cookies, fresh brewed coffee and decaffeinated coffee, tea or lemonade.

There will be a hospitality room before and after the banquet with light Hor d'ourves and snacks.

Thursday Banquet: The banquet this year is a Mixed Grill. All attendees will receive the same plated dinner of **Roasted Petite Tenderloin of Beef AND Seared Chicken Breast** served with Salad, Chef's Selection of Seasonal Vegetables, Potato or Rice and Baked Rolls with Butter. Dessert - Cheese Cake or Chocolate Cake. Fresh Brewed Regular & Decaffeinated Coffee, Iced Tea or Lemonade. *If you have any dietary requests (vegetarian, gluten free, etc) please let us know and the kitchen staff will be happy to accommodate. The Thursday evening banquet fee for a guest will be \$35 payable with registration.*

Hospitality Room – Sponsored in part by Oden Enterprises and Metal Culverts (After Dinner). See additional flyer for more information.

Friday Breakfast: Iowa Farm Buffet: Fresh Orange Juice, Seasonal Display of Fresh Fruit, Scrambled Eggs with Cheese, Smoked Bacon and Country Sausage links, Breakfast potatoes, Assorted Breakfast Breads and Pastries, Fruit Preserves, butter and honey, Coffee, Bottled Water, Assorted Soft Drinks, Assorted Milks

If you have special needs for food due to health reasons, please make it known with your registration.

If your special needs are for lodging, please make it known to the West Des Moines Marriott when you make your room reservations.

IMPORTANT !!!– Each county should make sure you have direct billing set up for your county **prior** to the conference **OR** you will be asked to provide a **credit card** upon arrival. If you need direct billing information, please contact the West Des Moines Marriott.

Rooms at West Des Moines Marriott are \$94.00 (plus hotel tax) for the Run of House rooms. **Reservations for hotel accommodations should be made prior to September 28th, 2010** to lock in this price and availability. Indicate to them you are with Iowa County Engineers Office Organization. All rooms will be non-smoking. Check-in time is 3:00 p.m., check out time is 12:00 p.m. Reservations may be made by calling 1-800-228-9290 or 1-515-267-1500.

Article IV, Section 3, of the ICEOO Bylaws states: "No refunds will be given for conference registration if cancellation to the meeting is made one week before the conference date, and 80% refund to persons canceling prior to the first week cancellation deadline of the conference date."

Make checks payable to **ICEOO** and return by **September 15th, 2010** to:

Vicki Hillock
ICEOO Treasurer
Story County Engineer's Office
837 N Ave
Nevada, IA 50201
515-382-7355

Meal Count
____ Thursday Lunch
____ Thursday Banquet
____ Friday Breakfast
Special food requests _____

Please enclose **\$150** per person. (Guest Fees – Banquet **\$35**, Banquet & Breakfast **\$50**, Breakfast only **\$15.50**)

County Name County No. District No.

Names of those attending:

- 1. _____ 2. _____
- 3. _____ 4. _____

Annual Conference
Agenda
October 14 & 15, 2010

Thursday

- | | |
|---------------|--|
| 9:00 – 10:15 | Registration |
| 10:15 – 11:00 | Debbie Salter, ICEOO President, Welcome and Introduction of Committees
Gail Nordholm, Office of Local Systems, Iowa DOT
Todd Fonkert, P.E. Bremer County Engineer, ICEA President
Drawings and Group Pictures |
| 11:00 – 12:00 | How to do MORE than Survive After Five!– Peggy Kline, Professional
Speaker/Humorist |
| 12:00 - 1:00 | Lunch |
| 1:00 – 2:00 | Social Media/Networking – Brian Mennecke, PhD, Associate Professor of Management
Information Systems, Iowa State University |
| 2:00 – 2:15 | Break |
| 2:15 – 3:15 | Getting Outdoors - Chris Anderson, Program Coordinator, Hartman Reserve Nature
Center, Cedar Falls |
| 3:15 – 3:30 | My Story: Reflections on Adapting - John Shelton, Harrison County |
| 3:30 – 3:45 | Awards & Recognitions |
| 4:00 – 4:30 | Full Board Meeting |
| 5:00 - 6:00 | Hospitality Suite |
| 6:00 – 7:00 | Banquet |
| 7:00- | Entertainment |
| 8:30 – 11:00 | Hospitality Room Tail Gate Party |

Friday

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|---------------|---|
| 8:00 – 9:00 | Breakfast |
| 9:00 – 9:15 | Business Meeting, Treasurer's Report, Introduction of New Board Members |
| 9:15 -10:00 | Female Iowa County Engineers Panel Discussion
Mary Kelly, Cerro Gordo County
Catherine Nicholas, Black Hawk County
Christy Vanbuskirk, Keokuk County |
| 10:00 – 10:15 | Break |
| 10:15 – 11:45 | You're Jumping on My Last Nerve! Dealing with Difficult People on a Daily Basis
- Dr. Celina Peerman, PhD, PHR Speaker- Trainer-Consultant |
| 11:45 | Closing Remarks
Introduction of New President – Angie Roderick, Webster County |
| 12:00 | Adjourn |

1250 Jordan Creek Parkway
West Des Moines, Iowa 50266
Phone: (515) 267-1500
Fax: (515) 267-8444



West Des Moines

HOTELS*RESORTS*SUITES

NOTIFICATION FOR DIRECT BILLING

Name of Business or Association _____

Name of Authorized Representative _____

Billing Address _____

Attention of _____ Phone # _____

Bank References

Name of Bank _____ Account # _____

Guarantee/Charge to Credit Card # _____

Authorized Signature _____

Hotel References

Hotel _____ Hotel _____ Hotel _____

Address _____ Address _____ Address _____

Phone _____ Phone _____ Phone _____

Is your group exempt from state sales tax? Yes No
If yes, please attach a copy of the exemption certificate.

Note: The undersigned agrees to make immediate payment upon receipt of statement. In the event such a payment is not made within 25 days after receipt of the original statement, it is agreed that the hotel may immediately impose a LATE PAYMENT CHARGE at the rate of 1.5% per month (18% Annual Rate), or the maximum allowed by law, on the unpaid balance, and the reasonable cost of collection, including attorney's fee. Additionally, future requests for Direct Billing may be denied.

I hereby authorize the West Des Moines Marriott to verify the above information.

Name _____ Title _____

Date _____

FUN
GAMES
FOOD

FOOTBALL RELAYS

SCAVENGER HUNT

BEAN BAG GAME

GO TEAM

VIP SEATS

GAMES

YOU ARE INVITED
**2010 ICEOO CONFERENCE
HOSPITALITY ROOM
TAILGATE PARTY**

WEST DES MOINES MARRIOTT
8:30:00 PM CONCORD C & D

SHOW YOUR TEAM SPIRIT

WEAR YOUR FAVORITE TEAM GEAR

NO REFUNDS

NO EXCHANGES

SECTION

10

ROW

14

SEAT

2010

FUN
PRIZES
DRINK

CRAZIEST HEADWEAR

MOST TEAM SPIRIT

DISTRICT CHEER

ICEOO

RAH-RAH

PRIZES

2010 ICEOO CONFERENCE

