

PRESIDENTIAL MANAGEMENT FELLOWS (PMF) PROGRAM

Agenda — Class of 2011 Finalists Job Fair

April 19-21, 2011

Walter E. Washington Convention Center (WCC), 801 Mt. Vernon Place, NW, Washington, DC 20001

The use of public transportation is highly recommended (Metro Line: Yellow/Green, M & 7th Streets, NW).

Tuesday, April 19, 2011

*(NOTE: Job Fair interviewing will **not** be conducted on this day.)*

NOON – 6:00 PM	Coat Check Coat Check services are available for a nominal fee. Neither the PMF Program Office nor the WCC is responsible for lost or stolen items.	WCC, Street Level, East Salon
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NOON – 6:00 PM	Registration for Finalists and Federal Agencies For admission to any part of this event, a participant must have an event identification displayed at all times. Participating Federal Agency personnel must display Government photo identification issued by their agency and use for registration check-in.	WCC, Street Level, East Salon
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1:00 PM – 4:00 PM	Welcoming Remarks and Training Session	WCC, Level 3, Ballroom A
	Welcome Juanita Wheeler, Manager, Student and PMF Programs, OPM	
	Keynote Speaker Angela Bailey, Deputy Associate Director for Recruitment & Hiring, OPM	
	Program Overview PMF Program/Student Programs Office Staff	
	Federal Background Investigations Colleen Crowley, Executive Program Director, Federal Investigative Services, OPM	
	PMF Study Joshua Joseph, Senior Manager for Research, Partnership for Public Service	
	Q&A/Closing Remarks Juanita Wheeler and Staff	

4:00 PM – 6:00 PM	Exhibitor (Agency) Move In All agency participants are reminded to display their event identification at all times.	WCC, Level 2, Hall E
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4:00 PM – 6:00 PM	Meet and Greet Reception Coat Check (Street Level, East Salon) closes at 6:00 PM.	WCC, Level 3, South Pre-Function
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Wednesday, April 20, 2011

(First day of Job Fair interviewing.)

7:00 AM – 4:30 PM	Coat Check Coat Check services are available for a nominal fee. Neither the PMF Program Office nor the WCC is responsible for lost or stolen items.	WCC, Street Level, East Salon
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7:00 AM – 9:00 AM	Exhibitor (Agency) Move In All agency participants are reminded to display their event identification at all times.	WCC, Level 2, Hall E
7:00 AM – 4:00 PM	Registration for Finalists and Federal Agencies All participants are reminded to display their event badge identification at all times.	WCC, Street Level, East Salon
8:00 AM – 9:00 AM	Welcoming Remarks and Training Session Make Up Abbreviated Session	WCC, Level 3, Ballroom A
9:00 AM – 4:00 PM	Job Fair (Exhibitors and Agency Interviews) PMF Help Desk The PMF Help Desk is available to answer questions pertaining to the Job Fair and the PMF Program for all participants. Agencies may also reserve overflow interview booths.	WCC, Level 2, Hall E, Exhibit Floor
4:00 PM	Job Fair Concludes for the Day Coat Check (Street Level, East Salon) closes at 4:30 PM.	

Thursday, April 21, 2010

(Last day of Job Fair interviewing.)

7:00 AM – 3:00 PM	Registration for Finalists and Federal Agencies All participants are reminded to display their event badge identification at all times.	WCC, Street Level, East Salon
7:30 AM – 3:30 PM	Coat Check Coat Check services are available for a nominal fee. Neither the PMF Program Office nor the WCC is responsible for lost or stolen items.	WCC, Street Level, East Salon
9:00 AM – 3:00 PM	Job Fair (Exhibitors and Agency Interviews) PMF Help Desk The PMF Help Desk is available to answer questions pertaining to the Job Fair and the PMF Program for all participants. Agencies may also reserve overflow interview booths.	WCC, Level 2, Hall E, Exhibit Floor
3:00 PM	Job Fair Ends Coat Check (East Salon) closes at 3:30 PM. Agencies have one hour before Exhibitor Move-Out to conclude interviews and breakdown.	
4:00 PM – 8:00PM	Exhibitor (Agency) Move-Out Participating agencies begin breakdown and move-out. Move-out officially begins at this date and time. Agencies must coordinate return shipping with the event decorator, if applicable.	

Please deposit event badges in the drop off boxes provided. Thank you.