



**HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL**

DATE OF REQUEST: **03/13/14**
TOTAL NUMBER OF EMPLOYEES TRAVELING: **1**

DEPARTMENT NAME: **WIC**
NAME & TITLE OF EMPLOYEE(S) TRAVELING: **Norma Longoria**

EVENT INFORMATION

TITLE OF EVENT: **2014 NWA Annual Education & Networking Conference & Exhibits (NWA)**
EVENT DATE(S) FROM: **05/18/14** TO: **05/21/14**
DEPARTURE DATE: **05/17/14** RETURN DATE: **05/21/14**
LOCATION OF EVENT: CITY: **Pittsburgh** STATE: **PA**

PURPOSE OF TRAVEL

- Place an "X" by the applicable purpose of the trip.
- To obtain statutorily required continuing professional education.
 - To obtain continuing education related to an employee's work or maintenance of a license or certification.
 - To testify before legislative bodies, regulatory agencies and commissions, and other forums that may make decisions affecting the County and its affiliated organizations and operations.
 - To participate in professional organizations related to the employee or official's job assignment.
 - To conduct essential research & information-gathering for improvement of County operations or compliance with law.
 - To monitor the development of state or federal legislation or implementation of legislation that might affect the County
 - To participate in forums, coalitions, & discussions relating to the policy, legislative & regulatory interests of the County
 - To pursue the County's interests in litigation or criminal justice.
 - To promote the economic development interests of the County.
 - To carry out other purposes determined by Commissioners' Court to be in the interest of the County (Commissioners' Court approval is attached).

JUSTIFICATION FOR THE NEED TO TRAVEL OUT-OF-STATE

Explain the benefits that this trip it will bring to Hidalgo County. Attach an itinerary, agenda, or schedule for the conference and/ or event. If applicable, justify the need for multiple persons traveling to the same event.

SUMMARY OF ESTIMATED TRAVEL EXPENSES	ESTIMATED EXPENSES	(DBM USE ONLY) FUNDS AVAILABLE BALANCE	MODE OF TRAVEL	
			(Place an "X" by applicable mode of travel)	
1. REGISTRATION FEE(S)	\$ 350.00		AIRFARE*	\$ -
Subtotal for Object Code 584	\$ 350.00	\$	BUS**	\$ -
2. AIRFARE- ROUNDTrip COACH FARE ONLY	\$ 328.00		Rental Car**	
3. TAXI FARE	\$ 48.00		County Vehicle**	\$ -
4. BUS FARE			Private Vehicle**	\$ -
5. RENTAL CAR	\$ -		OTHER** (Specify)	\$ -
6. GASOLINE/DIESEL/FUEL	\$ -		* If traveling by airplane, the traveler should consider purchasing a refundable fare if possibility of a cancellation exists.	
7. MILEAGE REIMBURSEMENT			** If mode of travel includes bus, rental car, county vehicle, private vehicle, or other form of transportation, a comparison of the savings that will be achieved by not choosing to travel by airplane must be provided with supporting documentation.	
8. TELEPHONE CALLS	\$ -			
9. PARKING	\$ -			
10. LODGING	\$ 570.00			
11. MEALS	\$ 108.00			
12. OTHER EXPENSES				
Subtotal for Object Code 583	\$ 1,054.00			
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ 1,404.00	\$		

14. IF HIDALGO COUNTY IS NOT FUNDING ANY OR PART OF THIS TRIP, INDICATE BELOW THE EXPENSE TYPE & SOURCE OF PAYMENT:

WIC Funds

NOTE: If trip duration is extended to take advantage of lower airfare, a comparison of the savings to the additional estimated cost must be provided with supporting airfare rate documentation.

ELECTED OFFICIAL/DEPARTMENT HEAD CERTIFICATION (Place an "X" by each of the certifications)

- I certify that:
- Trip expenses are necessary and will be incurred for official county business.
 - Reasonable efforts to minimize the use of county funds have been explored.
 - Sufficient funds are available within in my department's budget to pay for the related travel expenses without the need of a budget amendment.
 - If this trip is for out-of-state training, the training is not available in some other form that does not require out-of-state travel.

APPROVED BY ELECTED OFFICIAL/DEPARTMENT HEAD: *Norma Longoria* DATE: *3/17/14* DEPARTMENT CONTACT PERSON: *Margarita Gonzalez* PHONE NO.: *331-4646*

FOR DEPARTMENT OF BUDGET & MANAGEMENT (DBM) USE ONLY:

TRAVEL IS **APPROVED** for the individuals listed below:

TRAVEL IS **NOT APPROVED** for the individuals listed below:

REVIEWED BY (PRINT NAME): _____ DATE: _____ REVIEWER'S SIGNATURE: _____ PHONE NO.: _____

DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME): _____ DATE: _____ SIGNATURE OF DBM DEPARTMENT HEAD: _____



HIDALGO COUNTY, TEXAS SEMINAR, HOTEL, CAR RENTAL, AND AIRFARE CHECK REQUEST FORM

PAGE 1 OF 2

DEPARTMENT:	WIC	If, applicable, was travel approved by Co. Exec. Officer?	
DEPARTURE DATE:	5/17/2013	RETURN DATE:	5/21/14
TO CITY:	Pittsburgh	STATE:	PA
NAME OF EMPLOYEES ATTENDING SEMINAR:	Norma Longoria		
TOTAL# OF EMPLOYEES ATTENDING SEMINAR:	1		
PURPOSE/BENEFIT TO HIDALGO COUNTY:	To attend the 2014 National WIC Association Annual Education & Networking Conference & Exhibits,		

A. WORKSHOP/SEMINAR REGISTRATION(S)

TITLE OF WORKSHOP/SEMINAR:	2014 NWA Annual Education & Networking Conference & Exhibits		
SPONSORED BY:	NWA		
REGISTRATION CHECK PAYABLE TO:	National WIC Association		
REGISTRATION ADDRESS:	2001 S. Street, Suite 580	SEMINAR START DATE:	5/18/2014
	Washington, DC 20009	SEMINAR END DATE:	5/21/2014
	Early Registration By April 15, 2014	PURCHASE ORDER NO.	0
1. REGISTRATION COST PER EMPLOYEE:	\$350.00	NO. OF EMPLOYEES ATTENDING AT THIS RATE:	1
2. REGISTRATION COST PER EMPLOYEE:	\$ -	NO. OF EMPLOYEES ATTENDING AT THIS RATE:	0
3. "FREE REGISTRATION COST:	"FREE"	NO. OF EMPLOYEES ATTENDING FOR "FREE":	0
GL ACCT NO.:	4.1292.441.00.350.001.4.584	TOTAL NO. OF EMPLOYEES ATTENDING:	1
TOTAL COST OF SEMINAR (Registration Cost per Employee x Number of Employees Attending at a rate) A.	\$		350.00
(SEE PAGE 2 FOR SECTIONS B, C, & D)		TOTAL THIS PAGE (A):	\$ 350.00
		TOTAL 2ND PAGE (B + C + D):	\$ 570.00
		GRAND TOTAL (A + B + C + D)	\$ 920.00

E. CERTIFICATIONS AND EMPLOYEE AUTHORIZATIONS FOR PAYROLL DEDUCTIONS

DEPARTMENT'S PUBLIC OFFICIAL CERTIFICATION: I hereby certify that trip expenditures are necessary and will be incurred for official county business. Reasonable efforts to minimize the use of county funds have been explored. The information and estimates provided on this form are true and as accurate as possible. If it becomes necessary to cancel a trip, all necessary cancellations and notices will be made to the applicable vendors and departments in accordance with the Travel Policy, Guidelines, and Procedures. Travelers have read the Travel Policy, Guidelines, and Procedures and understand that failure to cancel reservations for any reasons other than those allowed by the Travel Policy will be at their expense.

	Margarita Gonzalez	(956)381-4646 x 4042
DEPARTMENT'S PUBLIC OFFICIAL (Signature)	DEPARTMENT'S CONTACT PERSON	PHONE #

TRAVELER'S AUTHORIZATION: I certify that if it becomes necessary to cancel a trip, all necessary cancellations and notices will be made to the applicable vendors and departments in accordance with the Travel Policy, Guidelines, and Procedures. If I fail to cancel reservations for reasons other than those allowed by Section 17 of the Travel Policy, Guidelines, and Procedures, I authorize the deduction of any travel expenses incurred by the county on my behalf from my payroll check.

Norma Longoria		4421
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
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EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.



HIDALGO COUNTY, TEXAS
SEMINAR, HOTEL, CAR RENTAL, AND AIRFARE
CHECK REQUEST FORM
PAGE 2 OF 2

DEPARTMENT: _____ WIC _____
DEPARTURE DATE: _____ 5/17/2013 _____ RETURN DATE: _____ 5/21/14 _____
TO CITY: _____ Pittsburgh _____ STATE: _____ PA _____
NAME OF EMPLOYEES ATTENDING SEMINAR: _____ Norma Longoria _____
TOTAL# OF EMPLOYEES ATTENDING SEMINAR: _____ 1 _____

B. HOTEL RESERVATION(S)

Note: Use of a travel agency is discouraged. Unless a benefit is achieved by other means, you must use the State of Texas travel management services contract by visiting: www.window.state.tx.us/procurement/prog/stmp/

NAME OF HOTEL:	Wyndham Grand Pittsburgh Downtown	PHONE NUMBER :	412-391-4600
ADDRESS OF HOTEL:	600 Commonwealth Place Gateway Center	CONFIRMATION NO.(s):	327VM528
	Pittsburgh, PA 15222		
ROOM RATE:	\$ 125.00	PURCHASE ORDER NO.	Req. # 252956
NUMBER OF NIGHTS:	4	GENERAL LEDGER ACCT NO:	4.1292.441.00.350.001.4.583
ROOM RATE:	\$ -	TOTAL NO. OF ROOMS:	1
NUMBER OF NIGHTS:	0		
ROOM RATE:	\$ -	HOTEL TAX RATE:	14.00%
NUMBER OF NIGHTS:	0		
TOTAL CHECK AMOUNT FOR HOTEL(Daily Room Rate x No. of Rooms x No. of Days x Tax Rate) B.			\$ 570.00

C. CAR RENTAL(S)

Note: Reservations for car rentals made under the name of Hidalgo County are required to be made through the State of Texas travel management services contract by visiting: www.window.state.tx.us/procurement/prog/stmp/

IS A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT? YES / NO	IF YES, EXPLAIN REASON FOR NOT UTILIZING IT? Attach memo if more space needed.
NAME OF CAR RENTAL COMPANY:	
ADDRESS OF CAR RENTAL COMPANY:	
<i>Note: Coordination of travel is required for every group of 4 or less</i>	
PHONE NUMBER OF CAR RENTAL COMPANY:	
VEHICLE NO. 1 TYPE:	VEHICLE NO. 2 TYPE:
DAILY CAR RATE:	DAILY CAR RATE:
NUMBER OF DAYS:	NUMBER OF DAYS:
CONFIRMATION NO.:	CONFIRMATION NO.:
VEHICLE NO. 1 - NAMES OF EMPLOYEES TRAVELING:	VEHICLE NO. 2 - NAMES OF EMPLOYEES TRAVELING:
PURCHASE ORDER NO.	GL ACCT NO:
TOTAL CHECK AMOUNT FOR CAR RENTAL (Daily Car Rate x No. of Days) C.	
\$ -	

D. AIRFARE(S)

Note: Use of a travel agency is discouraged. Refundable fares should be considered if possibility of a trip cancellation exists.

NAME OF AIRLINE COMPANY:	
ADDRESS OF AIRLINE COMPANY:	
PHONE NO. OF AIRLINE COMPANY:	CONFIRMATION NO.:
ROUND TRIP AIRFARE PER PERSON:	
NUMBER OF TRAVELERS:	
GENERAL LEDGER ACCOUNT NUMBER	P.O. NO.
TOTAL CHECK AMOUNT FOR AIRLINE COMPANY D.	
\$ -	
SUBTOTAL (B+C+D)	
\$ 570.00	



HIDALGO COUNTY, TEXAS OUT-OF-COUNTY – TRAVEL ADVANCE REQUEST

A. TRIP AND TRAVELER INFORMATION

EMPLOYEE NAME:	Norma Longoria		EMPLOYEE I.D. NO.:	4421	EMPLOYEE TITLE:	WIC Director
DEPARTMENT:	WIC		DO YOU HAVE AN OUSTANDING TRAVEL ADVANCE? NO			
DEPARTURE DATE:	5/17/14		RETURN DATE:	5/21/14		
TIME OF DEPARTURE:	9:00 AM		TIME OF RETURN:	6:30pm		
TO CITY:	Pittsburgh		STATE:	PA		
SEMINAR/CONFERENCE/MEETING:	START DATE:	5/18/2014	END DATE:	5/21/2014	ACTUAL NO. OF DAYS	5
TITLE OF WORKSHOP/CONFERENCE:	2014 NWA Annual Education & Networking Conference & Exhibits					
METHOD OF TRAVEL (AIR TRAVEL/ PERSONAL VEHICLE/ COUNTY VEHICLE/ CAR RENTAL):	Air		IS COORDINATION OF TRAVEL REQUIRED? IF NO, ATTACH WRITTEN EXPLANATION FROM THE COUNTY OFFICIAL.			
LIST NAMES OF COUNTY EMPLOYEES TRAVELING WITH YOU IN THE COUNTY VEHICLE, CAR RENTAL, OR PERSONAL VEHICLE?						
DO YOU HAVE A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT? IF YES, EXPLAIN REASON FOR NOT UTILIZING COUNTY VEHICLE?						
PURPOSE/BENEFIT TO HIDALGO COUNTY: Learn new skills that are coming & challenges .						

B. ESTIMATED EXPENSES:

I. MEALS: (Meals for one-day travel not requiring an overnight stay will not be advanced)									
Meals will be prorated for partial days	Meal Rate	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	Total
		17-May	18-May	19-May	20-May	21-May			
Breakfast	\$9.00	\$0.00	\$9.00	\$9.00	\$9.00	\$9.00			\$36.00
Lunch	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00			\$60.00
Dinner	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00			\$90.00
Total	\$39.00	\$30.00	\$39.00	\$39.00	\$39.00	\$39.00	\$0.00	\$0.00	\$186.00

Meal per diem must be prorated for 1st day and last day of travel as follows:

Departure:	Arrival:
Before 8:00 a.m. (breakfast, lunch, & dinner)	Before 8:00 a.m. (breakfast)
8:00 a.m. - 1:00 p.m. (lunch & dinner)	8:00 a.m. - 6:00 p.m. (breakfast & lunch)
After 1:00 p.m. (dinner)	After 6:00 p.m. (breakfast, lunch, & dinner)
\$ 39.00	\$ 9.00
\$ 30.00	\$ 21.00
\$ 18.00	\$ 39.00

II. INCIDENTAL EXPENSES (taxi fare, shuttle fare, gas charges for car rentals, airport and hotel parking):

Expense type:	shuttle service	2	\$ 20.00	\$ 40.00
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III. PERSONAL VEHICLE MILEAGE

Miles @ \$ 0.560 (Current Rate) . . . \$ -

(Note: Mileage may be advanced calculated on a point-to-point basis using "Mapquest" at the current county adopted rate per highway mile. Incidental mileage will not be advanced. In addition, "Coordination of Travel" may apply (see Section 7 of the Travel Policies, Guidelines, and Procedures). When traveling out of state, if the most economical means of travel is driving, traveler must supply documentation to support the price of the airfare at the time of travel.

[Mapquest](#)

IV. OTHER (Itemize)

luggage fee (roundtrip) \$ 50.00

V. P. O. # ISSUED UNDER EMPLOYEE'S NAME FOR THE AMOUNT OF THE TRAVEL ADVANCE:

VI. TOTAL TRAVEL ADVANCE REQUESTED: \$ 276.00

VII. COMMENTS:

VII. GENERAL LEDGER ACCOUNT NUMBER:

4.1292.441.00.350.001.4.583

C. CERTIFICATION AND AUTHORIZATION TO PAYROLL DEDUCTIONS

I hereby certify that information provided on this form is true and estimated expenditures are reasonable and necessary . The funds will be used by me for the specific trip listed above and not given to or used by another county employee. If my trip is cancelled, I will immediately return the travel advance funds to the County Treasurer no later than 20 calendar days after the seminar/conference/ meeting end date by submitting a Final Travel Expense Claim. In addition, I agree to account for all travel expenditures including the travel advance by submitting a Final Travel Expense Claim, accompanied by required original supporting documentation, no later than 20 days after my seminar/conference/meeting end date. Any unused funds will also be returned to the County Treasurer's Office no later than 20 days after my seminar/conference/meeting end date.

Should I fail to submit a Final Travel Expense Claim, I understand that I will not be allowed to obtain another travel advance until the pending travel advance is settled. In addition, I agree to repay Hidalgo County and further consent to payroll deductions by the County Treasurer to recover the pending travel advance amount.

EMPLOYEE SIGNATURE	DEPARTMENT OFFICIAL'S NAME (Print Name)	DEPARTMENT OFFICIAL'S APPROVAL (Signature)

NWA 2014 Conference and Business Meetings Agenda

Saturday: May 17, 2014	
10:00 am – 6:00 pm	Ad Hoc Meetings of Committees & Task Forces <i>(1 hr. increments – Must be pre-scheduled)</i> Room Location TBD
11:00 am - 12:00 Noon	NWA 2013/14 Conference Planning Committee Meeting Room Location TBD
1:00 pm – 2:00 pm	NWA Finance Committee Meeting (<i>Board Members Only</i>) Duquesne Meeting Room
1:00 pm – 3:00 pm	State Section Representative Meeting (<i>Board Members Only</i>) Board Room
	Local Agency Representative Meeting (<i>Board Members Only</i>) Forbes Meeting Room
	Nutrition Services Section Meeting (<i>Board Members Only</i>) Benedum Meeting Room
2:00 pm - 3:00 pm	NWA Executive Committee Meeting (<i>Board Members Only</i>) Duquesne Meeting Room
3:00 pm – 3:30 pm	Stretch Break
3:30 pm – 6:30 pm	NWA Full Board of Directors Meeting (<i>Board Members Only</i>) Duquesne Meeting Room
4:00 pm - 7:00 pm	Registration Desk Opens
Sunday: May 18, 2014	
8:00 am - 6:00 pm	Registration Desk Open
7:00 am - 6:00 pm	Speaker/Media Ready Room (<i>Green Room</i>) Chartiers Meeting Room
8:00 am - 5:00 pm	Lactation Suite Available Room Location TBD
7:30 am - 10:30 am	Tentative Morning Activities – Run/Walk (To be coordinated by Robert/Francois)
8:00 am – 12:00 Noon	NINAC Meeting (<i>NINAC Members Only</i>) Room Location TBD
9:00 am - 6:00 pm	Ad Hoc Meetings of Committees & Task Forces <i>(1 hr. increments – Must be pre-scheduled)</i> Board Room
11:00 am – 12:30 pm	TBD Room Location TBD
11:00 am – 12:30 pm	TBD Room Location TBD
1:00 pm - 2:30 pm	<i>Opening Celebration</i> Grand Ballroom 1 & 2
2:30 pm - 4:00 pm	Opening Plenary Grand Ballroom 1 & 2
4:00 pm - 5:00 pm	ITO Honoring Ceremony Grand Ballroom 1 & 2

5:00 pm - 8:00 pm	Board Chair's Reception & Trade Show Opening Kings Garden Ballroom +
6:00 pm Until	Dinner on Your Own

Monday: May 19, 2014	
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6:45 am - 7:15 am	Moming Exercise: Room Location TBD			
7:30 am - 6:00 pm	Registration Desk Open			
7:30 am - 5:00 pm	Speaker/Media Ready Room (<i>Green Room</i>) Chartiers Meeting Room			
7:30 am - 8:30 am	Continental Breakfast, Networking, Visit Exhibits and Poster Sessions Kings Garden Ballroom +			
8:00 am - 5:00 pm	Lactation Suite Available Traders Meeting Room			
9:00 am - 6:00 pm	Ad Hoc Meetings of Committees & Task Forces (1 hr. increments - Must be pre-scheduled) Board Room			
8:30 am - 09:30 am	General Session Overcoming Biases Dr. Adolph Brown (tentative) Grand Ballroom 1 & 2			
9:30 am - 10:00 am	Break, Networking, Visit Exhibits and Poster Sessions Kings Garden Ballroom +			
10:00 am - 12:00 Noon	Section Forums			
	State Agency Director's Forum Betsy Clarke, Co-chair Sue Woodbury, Co-chair Grand Ballroom 3	Local Agency Section Forum Heather Miranda, Chair Grand Ballroom 1	State Nutrition Services Section Forum Kathleen Baker, Co-chair Barbara Longo, Co-chair Commonwealth 1 & 2	
12:00 Noon - 1:30 pm	Lunch on Your Own, Networking, Visit Exhibits and Poster Sessions Kings Garden Ballroom +			
1:30 pm - 2:30 pm	Plenary Session Perinatal Neuroscience and Skin-to-Skin Contact Dr. Nils Bergman Grand Ballroom 1 & 2			
2:30 pm - 3:30 pm	Local Agency Maternal Perinatal Neurobehavior Dr. Nils Bergman Grand Ballroom 1	State/Federal Partners Disaster Planning: Considerations for Program Managers Cary Jeffers - FIS & Ellen Vollinger FRAC Grand Ballroom 3	Community Stakeholders Partnering with Hospitals working towards Baby Friendly Status State of MD: Amy Resnick Commonwealth 1 & 2	Retailers/Food Industry Tammy Seitel General Mills Sterlings 1 & 2
3:30 pm - 4:00 pm	Break, Networking, Visit Exhibits and Poster Sessions			

	Kings Garden Ballroom +
4:00 pm – 5:30 pm	General Session State and Local Agencies Training Session Session Coordinator: Robert Lee
6:00 pm – 8:00 pm	Grand Ballroom 1&2 Sponsored Reception(s) via Sponsor Notification(s)
6:00 pm Until	Dinner on Your Own

Tuesday: May 20, 2014									
6:45 am – 7:15 am	Morning Exercise: Room Location TBD								
7:30 am - 6:00 pm	Registration Desk Open								
7:00 am - 5:00 pm	Speaker/Media Ready Room (Green Room) Chartiers Meeting Room								
7:30 am - 9:00 am	Continental Breakfast, Networking, Visit Exhibits and Poster Sessions								
7:00 am – 7:30 am	Kings Garden Ballroom + Voters' Registration – NWA Voting Members Only								
7:30 am - 9:30 am	Commonwealth 1&2 Foyer NWA Business Meeting – NWA Voting Members Only								
8:00 am - 5:00 pm	Commonwealth 1&2 Lactation Suite Available Traders Meeting Room								
9:00 am - 6:00 pm	Ad Hoc Meetings of Committees & Task Forces (1 hr. increments – <i>Must be pre-scheduled</i>) Board Meeting Room								
9:30 am – 10:30 am	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Local Agency</th> <th style="width: 25%;">State/Federal Partners</th> <th style="width: 25%;">Community Stakeholders</th> <th style="width: 25%;">Retailers/Food Industry</th> </tr> </thead> <tbody> <tr> <td>Intimate Partner Violence and Women of Childbearing Age Dr. Diana Cheng Grand Ballroom 4</td> <td>USDA Town Hall Debbie Whitford and staff Grand Ballroom 3</td> <td>Safe Sleeping for Infants Judith Bannon Cribs for Kids Commonwealth 1 & 2</td> <td>Cost-Containment Model: Special Formula Distribution Center John McKowen Greg Landis Sterlings 1 & 2</td> </tr> </tbody> </table>	Local Agency	State/Federal Partners	Community Stakeholders	Retailers/Food Industry	Intimate Partner Violence and Women of Childbearing Age Dr. Diana Cheng Grand Ballroom 4	USDA Town Hall Debbie Whitford and staff Grand Ballroom 3	Safe Sleeping for Infants Judith Bannon Cribs for Kids Commonwealth 1 & 2	Cost-Containment Model: Special Formula Distribution Center John McKowen Greg Landis Sterlings 1 & 2
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12:00 am - 2:00 pm	NWA Awards Luncheon Dr. David Paige – WIC Video Grand Ballroom 1&2								

2:00 pm – 3:00 pm	Local Agency Debi Tipton Chickasaw Nation Grand Ballroom 4	State/Federal Partners WIC to 5: Participant Retention Initiative Illinois WIC Stephanie Bess Grand Ballroom 3	Community Stakeholders AAP & WIC – Future partnerships and collaborations Dr. Sandra Hassink, President-Elect: AAP Commonwealth 1 & 2	Retailers/Food Industry Understanding our Food Industry Partners Melanie Hall, Kellogg's Sterlings 1 & 2
3:00 pm - 3:30 pm	Break, Networking, and Poster Sessions			
3:30 pm - 4:30 pm	Kings Garden Ballroom + General Session Current WIC Research Topics Altarum Institute Loren Bell & Staff Grand Ballroom 1 & 2			
6:00 pm – Until	Organized Evening Off-site Event / Dinner on Your Own			
Wednesday: May 21, 2014				
8:00 am – 12:00 Noon	Registration Desk Open			
7:30 am – 9:00 am	Continental Breakfast, Networking Room Location TBD			
8:00 am - 11:00 am	Speaker/Media Ready Room (<i>Green Room</i>) Chartiers Meeting Room			
9:00 am – 10:00 am	Local Agency Kiddada Green Black Mother's Breastfeeding Association Grand Ballroom 4	State/Federal Partners NWA/Legislative Committee WIC Reauthorization 101 Grand Ballroom 3	Community Stakeholders Nutrition and Infant Mortality Dr. Jamie Stang, U-MN School of Public Health Commonwealth 1&2	Retailers/Food Industry UPC Codes Sterlings 1 & 2
10:00 am – 10:30 am	Break, Networking			
10:30 am – 10:45 am	Assembly and Poster Session Recognition & Awards Grand Ballroom 1 & 2			
10:45 am – 11:45 am	Closing Plenary Session To be announced Grand Ballroom 1 & 2			
11:45 am – 12:00 Noon	Introduction of NWA 2014- 2015 Board of Directors Grand Ballroom 1 & 2			
12:00 Noon – 12:15 pm	NWA's New Board Chair Closing Remarks Grand Ballroom 1 & 2			
12:30 pm - 3:00 pm	NWA New Board of Directors Luncheon Meeting Kings Garden Ballroom West			

e-mail: Lisa.armstrong@vdh.virginia.gov

POSTER SESSION SUB-Committee

Cindy Pillo, Co-chair

Assistant Director

West Virginia Bureau of Public Health

Office of Nutrition Services/WIC Program

Phone: 304-558-0030

e-mail: Cindy.M.Pillo@wv.gov

Sandy Daubman, Co-chair

Nutrition Program Coordinator

West Virginia Bureau of Public Health

Phone: (304) 558-7062

e-mail: Sandy.L.Daubman@wv.gov

EVALUATION and CEUs SUB-Committee

Paulette Thompson, Chair

Public Health Nutritionist/State Breastfeeding Coordinator

DC WIC State Agency

Phone: 202-442-5894

e-mail:

ENTERTAINMENT and SPONSORSHIP SUB-Committee

Joanne White, Chair

State Program Director

Delaware Health and Human Services

Phone: 302-741-2913

e-mail: Joanne.White@state.de.us

VOLUNTEER SUB-Committee

Janice Besecker, Co-chair

WIC Program Coordinator

Washington County Health Department

Phone: 240-313-3336

e-mail: Janice.Besecker@Maryland.gov

Robin McRoberts, Co-chair

WIC Coordinator

Visiting Nurse Association of Central Jersey WIC Program

Phone: (732) 471-9301

e-mail: Robin.McRoberts@vnahg.org

Fees and Registration

[Download the Conference Registration Form.](#)

REGULAR REGISTRATION FEES**Fees between now and April 15, 2014**

Regular Member Rate: \$350

Regular Non-member Rate: \$450

LATE REGISTRATION FEES**Fees after April 15, 2014**

Late Member Rate: \$375

Late Non-member Rate: \$500

NOTE: On-site registration = Late Rate + a \$75 Processing Fee

All payments are due before or on the first day of the Conference. Payments must be received to gain access to and participate in Conference activities and sessions.

No PO will be accepted on-site.**CANCELLATION & REFUND POLICY**

It is NWA's policy to assess a processing fee for all cancelled registrations. To cancel your registration, a written request **MUST** be received by NWA via e-mail to Dfrancois@nwica.org or fax at 1-202-387-5281 no later than close of business on April 15, 2014.

Cancellations received before or on April 15, 2014 will be refunded, less a \$75 processing fee. No refund will be granted for cancellations received after April 15, 2014. NWA regrets that refunds will not be granted for "No-shows."

ONLINE REGISTRATION

Online registrations are processed via our [registration system](#). All registrants must have or create a profile (account) to register online.

Registrants using a Purchase Order (PO) or check, must select the "**Bill Me**" option from the online registration system when registering. Credit card payments will be processed via our secured Stripe site.

REGISTRATION VIA MAIL, FAX or e-MAIL

To register by mail or fax, [download the Conference Registration form](#), complete, and submit it via e-mail to Nlucero@nwica.org or fax it to 202-387-5281. Registration forms should be mailed to:

National WIC Association
2001 S Street, NW Ste. 580
Washington, DC 20009

To obtain our Federal Identification Number, please call our office at 202-232-5492.

Hotel & Transportation**HOSTING HOTEL**[The Wyndham Grand Hotel](#)

600 Commonwealth Place

Gateway Center

Pittsburgh, PA 15222

Tel: 877-999-3223

THE NEGOTIATED ROOM RATE

NWA has negotiated the Federal Per Diem room rate currently set at \$125 per night, single/double plus a nightly room tax currently set at 14%. Please note that tax rate is subject to change without notice. NWA encourages you to make your room reservations early to ensure that you will be in the hosting hotel at the guaranteed rate. Upon checking in, each guest will be asked to provide a valid government issued ID along with proof to which the room reservation was made.

METHOD OF ROOM GUARANTEE

The hotel will require a major credit card to guarantee your room reservations. The hotel also requires one night's deposit (including tax) payable at the time of making your reservations. Reservation cancellation must be received by the hotel three (3) business days prior to your arrival date to be eligible for a refund. Any reservation canceled within the three business days prior to your arrival date will not be refunded.

Room reservations can be made by calling the hotel's reservation desk at 1-877-999-3223 or the hotel's direct line at 412-391-4600. You can also [make your room reservations online](#).

Reservations must be made by the cut-off date of Thursday, April 24, 2014. Reservations made after the cut-off date are not guaranteed at the conference rate and are subject to the Hotel's prevailing rates. Room type and needed appliances **MUST** be discussed with the hotel. NWA does not have control over the type of room needed by an individual.

HOTEL CHECK IN/OUT POLICY

The hotel check-in time is 3:00 PM and the check-out time is 12:00 Noon. Guests arriving before 3:00 PM will be accommodated as rooms become available. The hotel's Bell Hop desk can arrange to have your luggage checked and stored depending on space availability. Also, should you require a late check-out, please make such arrangements with the hotel's front desk upon arrival. These arrangements may be governed by the hotel's standard policy.

AIRPORT/TRANSPORTATION

The Greater Pittsburgh International Airport (PIT) is located approximately 18 miles from the Wyndham Grand hotel and is serviced by several major airlines within the US. Shuttle and taxi services are available from the airport and can be obtained by following the signs leading to the Transportation Plaza.

Learn more about the [PIT International Airport](#).

HOTEL PARKING

Parking is available at the hotel for registered guests. Guests parking rates are as follows:

Self Parking = \$22 per night

Valet parking = \$28

Please note that these rates may change without notification.

For parking questions, please call the hotel at 412-391-4600.

Exhibitor Prospectus

[View the Exhibitor Prospectus.](#)

[View the Interactive Exhibit Floor Plan](#)

The National WIC Association (NWA) invites you to participate as an exhibitor and/or sponsor at our 31st Annual Education and Networking Conference & Exhibits – **Looking Back, Moving Forward!**

Why Exhibit?

If you are seeking to introduce your products and services or an alternative promotional strategy to a new or existing audience, this conference offers several affordable options to meet your marketing needs.

By exhibiting and/or sponsoring at this conference, you will:

- Create new customer and client relationships with WIC decision makers from across the nation;
- Strengthen and build upon existing customer and client relationships;
- Increase visibility for your company/organization in a targeted market
- Promote and market your products and services;
- Reach prime target market segments for your products and services, and
- Demonstrate your commitment to promoting quality preventative public health nutrition for women, infants and children.

Exhibit Dates and Hours:

Sunday, May 18, 2014

6:00 am - 4:00 pm Exhibitor Move-in and Set-up

5:00 pm – 8:00 pm Exhibit Show Opens

Monday, May 19, 2014

7:30 am – 9:00 am Breakfast / Networking & Exhibits

10:00 am – 10:30 am AM Break / Networking & Exhibits

3:30 pm – 4:00 pm PM Break / Networking & Exhibits

Tuesday, May 20, 2014

7:30 am – 9:30 am Breakfast / Networking & Exhibits

10:30 am – 11:00 am AM Break / Networking & Exhibits

12:00 pm – 5:00 pm Exhibitor Teardown / Move out

Booth Sponsorship Levels:

Platinum Level = \$8,000.00

Gold Level = \$6,000.00

Silver Level = \$4,500.00

Bronze Level = \$3,500.00

Standard Exhibit Booth Prices: (8'X10')

Commercial/For-Profit Exhibit space - \$2,500

Non-Profit Organization Exhibit space - \$1,250

Please send a copy of your non-profit status with your application.

NOTE: Platinum, Gold, Silver & Bronze Sponsors have first choice to all available exhibitor spaces.

For questions or to register to exhibit at this conference, please contact Dale Greenberg, the Association's Conference Manager, at dale.greenberg@conferencedirect.com, or by phone on 410-491-2654. Fax: 410-727-8418

Poster Sessions

The Poster Session Sub-committee is now [accepting abstracts](#) for this year's Annual Education and Networking Conference & Exhibits.

The Conference will provide high quality education workshops and presentations for local and State WIC staff, interested healthcare providers, and WIC partners.

Posters can showcase innovative projects, programs and ideas in Nutrition Education, Breastfeeding, Healthcare, Partnership, Data Systems, Staff Development, Vendor Management, Program Integrity, Dietary Assessments, Literacy Initiatives, Outreach and Training.

- To apply, submit your Poster Application summary in one paragraph of no more than 200 words [excluding title and author name(s)]. It will be published in the program book if your submission is accepted. [Download the application](#).
- All posters must include funding sources, if applicable, in the last sentence of the summary. For example, "This project was funded by USDA."
- More than one poster may be submitted per author. Please submit each poster on a separate Poster Application Form.
- The sale of materials or products is not allowed at any poster presentation.
- Poster applications must be received by February 28, 2014.
- [Read tips for effective poster presentations](#).

WHAT IS AN ABSTRACT?

An abstract is a brief (200 words or less) narrative of your poster presentation. It should contain enough information so that your audience understands the basic principles of what you want to convey. It may include why you took on a specific activity, what factors to consider when conducting a specific activity, and/or a list of the outcomes that improved your WIC Program. Please include the name, phone number and email of a contact person in your narrative so that conference attendees can find out more information if needed. All of the accepted abstracts will be included in the conference program book.

WHAT IS A POSTER?

A poster is a board presentation that uses text, graphs, charts and pictures to present the highlights of a subject. It should be designed to catch the viewer's attention, quickly acquaint the viewer with the basics of your subject, and make the viewer want to learn more. The poster presentation gives the opportunity to acquaint the conference attendees with the fundamentals of your program, special project, or study analysis quickly and easily. Poster Boards measuring 4 ft by 8 ft will be provided for each poster presentation selected. No audiovisual equipment can be used.

Poster session dates and times:

Note: Poster presenters must register for the Conference & are responsible for all registration fees.

Sunday May 18th

5:00 - 07:30 p.m.

Monday May 19th

07:30 a.m. - 09:00 a.m.

10:00 a.m. - 10:30 a.m.

12:30 p.m. - 02:00 p.m.

03:30 p.m. - 04:00 p.m.

Tuesday, May 20th

07:30 a.m. - 09:00 a.m.

10:30 a.m. - 11:00 a.m.

03:00 p.m. - 03:30 p.m.

For questions regarding the Poster Session, please direct them to the Poster Session Sub-committee Co-Chairs:

Cindy Pillo, Co-Chair

Acting Director

West Virginia WIC Program

350 Capitol Street, Room 519

Charleston, WV 25301

E-mail: Cindy.M.Pillo@wv.gov

Office: #304-558-0030 Fax: #304-558-1541

Sandy Daubman, Co-Chair

Nutrition Education Coordinator

West Virginia WIC Program

350 Capitol Street, Room 519

Charleston, WV 25301

E-mail: Sandy.L.Daubman@wv.gov

Office: # 304-558-0030 Fax: #304-558-1541

National WIC Association

2001 S Street, NW Suite 580

Washington, DC 20009

Voice: 202-232-5492

Fax: 202-387-5281

NWA 2014 Annual Education and Networking Conference & Exhibits Conference Registration Form



National WIC Association
2001 S Street, NW, Ste. # 580
Washington, DC
USA
20009
Phone: 202-232-5492
Fax: 202-387-5281
www.nwica.org

Date: 3/3/14

I. NAME BADGE/MAILING INFORMATION

Name: First, Last: Norma Longoria

Job Title : (**Not Credentials**) WIC Director

Agency/Company Name: LA12, Hidalgo County WIC Program

Business Address: 3105 W. University

City: Edinburg

State/Province: Texas / USA

Zip/Postal Code: 78539

Tel #: (956)381-4646

Fax #: (956)380-4056

E-mail Address of Registrant: norma.longoriaawic.co.hidalgo.tx.us

II. REGISTRATION FEES

Regular Registration: Fees Between now and April 15, 2014

- NWA Member Rate: \$350
- Non-member Rate: \$450
- Single Day Member Rate: \$185 Monday Tuesday
- Single Day Non-member Rate: \$245 Monday Tuesday

Late Registration: Fees After April 15, 2014

- NWA Member Rate: \$375
- Non-member Rate = \$500
- Single Day Member Rate: \$185 Monday Tuesday
- Single Day Non-member Rate: \$245 Monday Tuesday

III. SELECT ALL THAT APPLY

- Attendee Speaker Intern

IV. PAYMENT METHOD

Check Amount: Check #:

Purchase Order Purchase Order #

Credit Card VISA Master Card American Express Discover Card

Card #: Expiration Date: CVB Co:

Name on Card: Authorized by:

V. SPECIAL NEEDS: *Please indicate any special need(s) you may have below.*

- Sight Impaired Wheel Chair Vegetarian

If you have any questions while completing this form, please call NWA national office on 202-232-5492. To send this completed form to NWA by e-mail, save the completed form using your **last name** as FILE NAME, then attach the file to an e-mail and send to: nlucero@nwica.org or dfrancois@nwica.org

Once your registration is process, you will receive an e-mail confirmation to the e-address entered above. You may also complete and print this form, then fax it to 202-387-5281 or mail it with your method of payment to the National WIC Association. Please make check payable to:

National WIC Association
2001 S Street, Suite 580
Washington, DC 20009

NOTE: No refund will be granted for registration cancellation after April 15, 2014.

Submit by E-mail

Zimbra

mague.gonzalez@wic.co.hidalgo.tx.us

Fwd: The Wyndham Grand Pittsburgh Downtown Reservation Confirmation

From : Nielda Cavazos <nielda.cavazos@co.hidalgo.tx.us> Mon, Mar 10, 2014 11:26 AM
Subject : Fwd: The Wyndham Grand Pittsburgh Downtown Reservation Confirmation
To : Mague Gonzalez
<mague.gonzalez@wic.co.hidalgo.tx.us>

From: "The Wyndham Grand Pittsburgh Downtown Team" <groupcampaigns@pkghlrss.com>
To: "nielda cavazos" <nielda.cavazos@co.hidalgo.tx.us>
Sent: Monday, March 10, 2014 11:26:03 AM
Subject: The Wyndham Grand Pittsburgh Downtown Reservation Confirmation



Nat'l WIC Assoc. 2014 Annual Conv. ~ 13-May-2014 - 25-May-2014 ~ Wyndham Grand Pittsburgh Downtown

Dear Norma Longoria,

We are pleased to confirm your reservations at the Wyndham Grand Pittsburgh Downtown. The staff of the Wyndham Grand Pittsburgh Downtown is looking forward to your arrival as part of the Nat'l WIC Assoc. 2014 Annual Conv.. Should your travel plans change and you need to make changes to your reservations, please [click here](#) or call 1.877.999.3223.

We look forward to welcoming you to the Wyndham Grand Pittsburgh Downtown.

- The Staff of the Wyndham Grand Pittsburgh Downtown

Reservation Details

Online Confirmation: 327VM528
 Date Booked: 10-Mar-2014
 Reservation Name: Norma Longoria
 Arrival Date: 17-May-2014
 Departure Date: 21-May-2014
 Room Type: King City View
 Number of Rooms: 1
 Number of Guests: 1

Date	Guest(s)	Status	Rate
17-May-2014	1	Confirmed	125.00
18-May-2014	1	Confirmed	125.00
19-May-2014	1	Confirmed	125.00
20-May-2014	1	Confirmed	125.00

Night by Night Rate:

Additional Guest Rate

Second Guest	0.00
Third Guest	0.00
Fourth Guest	0.00
Fifth Guest	0.00

Total Charge: 500.00

Room rates shown do not include 14% Room Tax Per Night (subject to change). Total charges presented on the website will include all room fees and taxes.

Tax Disclosure:

Cancel Policy:

Cancellations made within 24 hours prior to arrival will forfeit one night's room and tax.



Lounge



Restaurant

--

Nielda Cavazos, Travel Specialist
Hidalgo County Purchasing
2812 S Bus Hwy 281
Edinburg, Texas 78539
O/956-318-2626
F/956-318-2629

Zimbra

mague.gonzalez@wic.co.hidalgo.tx.us

PITTSBURGH

From : Sofie @ Via McAllen <sofie@viamcallen.com>
Subject : PITTSBURGH
To : mague gonzalez
 <mague.gonzalez@wic.co.hidalgo.tx.us>

Wed, Feb 26, 2014 05:04 PM

📎 1 attachment

Ms Margarita

I am sending you a possible itinerary \$328.00 per person
 Let me know at your convenience.
 Thank you,

Sofie Zamarripa

17 MAY 14 - SATURDAY					
AIR	AMERICAN AIRLINES	FLT:1137	ECONOMY		
	LV MCALLEN		1055A	EQP:	
AIRBUS A319					01HR
40MIN					
	AR DALLAS FT WORTH		1235P	NON-STOP	
				REF:	
MXJZUB					
AIR	AMERICAN AIRLINES	FLT:1469	ECONOMY		FOOD FOR
PURCHASE	LV DALLAS FT WORTH		205P	EQP: MD-	
80					02HR
40MIN					
	AR PITTSBURGH		545P	NON-STOP	
				REF:	
MXJZUB					
21 MAY 14 - WEDNESDAY					
AIR	AMERICAN AIRLINES	FLT:1625	ECONOMY		FOOD FOR
PURCHASE	LV PITTSBURGH		130P	EQP: MD-	
80					03HR
00MIN					

	AR DALLAS FT WORTH		330P	NON-STOP REF:
MXJZUB				
AIR	AMERICAN AIRLINES	FLT:243	ECONOMY	
	LV DALLAS FT WORTH		455P	EQP:
AIRBUS A319				01HR
35MIN				
	AR MCALLEN		630P	NON-STOP REF:
MXJZUB				

THANK YOU FOR CHOOSING TRAVEL ADVISORS INTL.
 IF YOU HAVE ANY QUESTIONS PLEASE CALL US AT 956-668-8888
 HAVE A SAFE AND ENJOYABLE TRIP
 WE HOPE TO BE OF SERVICE TO YOU ON FUTURE VACATIONS



Travel
 Representative

Sofie Zamarripa
 Travel Advisors
 1800 S. Main St. Ste. 490
 McAllen, TX 78503
 T (956) 688.8888 F (956) 668.8889
 sofie@viamcallen.com



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 sofie@viamcallen.com

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