

# Maine Office of the State Treasurer

## 2011 Unclaimed Property Holder Seminar

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### Senator Inn & Spa

284 Western Avenue  
Augusta, ME 04330  
207.622.8800

#### Sales & Events Manager:

Stacy Barnes  
207-622-8800 ext. 285

#### Onsite Event Coordinator:

Terry Shaw  
*\* Ask for Terry regarding any onsite seminar needs*

### State & Embassy Rooms (Seminar Space)

- 110 classroom style set-up
- Projector Table
- Podium and microphone
- Extension cord
- Screen
- Projector
- 8 ft table for presenters to sit at
- 8 ft registration table with two chairs and waste can

### Schedule of Events

<b>08:45 am</b>	Arrival of Guests / Registration Water in room Basic beverage and all break items out
<b>09:00 am</b>	Presenters begin
<b>10:00 am</b>	Guests break Refresh water and room
<b>10:15 am</b>	Presenters resume
<b>11:45 - 1:00 pm</b>	Guests leave for lunch on their own Refresh water and room Clean all break items out of room Remove basic beverage completely
<b>1:00 pm</b>	Presenters resume
<b>02:30 pm</b>	Guests break Refresh water and room
<b>2:45 pm</b>	Presenters resume
<b>04:00 pm</b>	Conclusion

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### Food & Beverage

- 8 to 10 dozen mixed pastries
- 2 dozen bagels
- 3 dozen each muffins and Danish
- Regular and herbal tea, regular and decaf coffee, water

*\*If necessary and food or beverage runs too low, ask the hotel coordinator to put out more*

### Documents Provided

#### Maine:

- NAUPA Info
- Evaluation forms
- UP Resources
- Booklets

#### ACS:

- Registration list for check in
- CPE Certificates
- Name Tags
- Agenda
- Computer with PowerPoint Presentations

### Presenters

#### Maine:

- Treasurer Bruce Poliquin
- Kristi Carlow
- Bonnie Delano

#### ACS:

- Suzanne Darling
- Pansy Chan
- Rich Goggin

### ACS Event Coordinators

<b>Elizabeth Marciano-Mills</b>	<b>Michelle Colbert</b>
617.722.9617 (office)	978.902.7152 (cell)
781.454.7162 (cell)	<i>* Michelle will be onsite and will assist with seminar needs</i>