

**Third Annual Small & Minority Business Opportunities  
& Entrepreneurial Training Summit**

**Planning Meeting**

Tuesday, November 7, 2017 - 3:00 p.m.

**Maryland Department of Transportation  
7201 Corporate Center Drive, Intemann Conference Room (Third Floor)  
Hanover, MD 21076**

Introductions

Production

- Program Booklet
- Governor's Video update
- Looping Video update

Marketing/Promotion

- Registration Update
- Website
  - Presentations for loading on FTP site

Day Of Logistics

- Staff / Staffing Assignments
- Physical Locations (tables, etc.)
- Set Up
- Arrival time on 11/13