

October 18, 2019

MEMORANDUM

TO: All District 12 Extension Agents

SUBJECT: District 12 Fall Faculty Conference
November 12 – 14, 2019

Our annual District 12 Fall Faculty Conference will be held **November 12 – 14, 2019** at the Texas A&M AgriLife Research and Extension Center at Weslaco. We are finalizing the agenda and will forward it as soon as speakers are finalized. The conference will start at 1:00 p.m. on Tuesday, November 12th and should conclude by noon on Thursday, November 14th.

We will be taking annual professional faculty photos on Wednesday morning which will be used for district publications, district website, and other business purposes. Each agent taking a photo will get an electronic copy for use locally. Dress is business professional on this day.

Registration for all Agents will be \$75 to cover meals and meeting expenses. Online registration will be conducted through Texas A&M AgriLife Conference Services at <https://agriliferegister.tamu.edu/D12> and is currently open. A late registration fee of \$25 will be assessed to anyone registering after November 9th including onsite registrations which will be taken by credit card only.

Lodging: We recommend the following state contract hotel. Please remember to provide the hotel tax exemption form upon check-in.

Holiday Inn Express

421 South International Blvd, Weslaco, Texas

(956) 973-2222

State Rate: \$90.00

Limited block of rooms available through Nov 6th under reference code: **"TAU"**

This letter shall serve as your authorization to travel to Weslaco from November 12 – 14, 2019 as needed in support of this conference and charge your travel expenses to a local or designated travel account. Please contact me if you have any questions about this meeting.

Sincerely,



Ruben J. Saldaña, Ed.D.
District Extension Administrator

RJS:lg

cc: Dr. Jeff Ripley
Todd Swift
Jana Osbourn
District 12 Extension Specialists
Dr. Juan Landivar