**Monday, December 7, 2015**

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| **Time** | **Topic (Process)** |
|  | **Travel Day** |
| 7:00 am – 6:00 pm | Registration  *Location* |
| 2:00 – 7:00 pm | State Display Set-up  *Location* |
| 4:00 – 5:00 pm | CAPS Facilitation Meeting  Facilitator  *Location* |
| 5:00 – 6:00 pm | CAPS Speakers Meeting  Facilitator  *Location* |
| 6:00 – 7:00 pm | CAPS 101 – optional – do we want to do this???  *Location*  *(for those new or not so new to the CAPS program)* |
| 7:30 – 9:30 pm | Welcome Reception - ???  Hosted by the National CAPS Committee  *Location* |

**Tuesday, December 8, 2015**

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| **Time** | **Topic (Process)** |
| 7:30 am – 12:00 noon | Registration  *Location* |
| 7:30 – 8:00 am | Complimentary Continental Breakfast - ???  *Location* |
| 8:00 – 8:45 am | Introduction / State Welcome  *Who?* |
| PPQ Introduction  *Who?* |
| Meeting Objectives, Goals and Format  John Bowers |
| Meeting Ground Rules and Other Important Info  Facilitator |
| 8:45 – 10:15 am |  |
| 10:15 – 10:30 am | Break |
| 10:30 – 12:00 pm |  |
| 12:00 – 1:30 pm | Lunch (on your own) |
| 1:30 – 3:00 pm |  |
| 3:00 – 3:30 pm | Networking Break |
| 3:30 – 5:00 pm |  |
| 5:00 – 5:15 pm | Wrap up: Review Tomorrow  Facilitator |
|  | Dinner (on your own) |
| 7:00 – 9:00 pm | PSS/SSC Networking Session  (*PSS and SSC only*) |

**Wednesday, December 9, 2015**

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| **Time** | **Topic (Process)** |
| 7:30 – 8:00 am | Complimentary Continental Breakfast - ???  *Location* |
| 8:00 – 8:15 am | Morning Review and Today’s Plan |
| 8:15 – 10:00 am |  |
| 10:00 – 10:15 am | Break |
| 10:15 – 12:00 pm |  |
| 12:00 – 1:30 pm | Lunch (on your own) |
| 1:30 – 3:00 pm |  |
| 3:00 – 3:30 pm | Networking Break |
| 3:30 – 5:00 pm |  |
| 5:00 – 5:15 pm | Daily Wrap Up: Review Tomorrow |
|  | Dinner (on your own) |

**Thursday, December 10, 2015**

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| **Time** | **Topic (Process)** |
| 7:30 – 8:00 am | Complimentary Continental Breakfast - ???  *Location* |
| 8:00 – 8:15 am | Morning Review and Today’s Plan |
| 8:15 – 10:00 am |  |
| 10:00 – 10:15 am | Break |
| 10:15 – 12:00 pm |  |
| 12:00 – 1:30 pm | Lunch (on your own) |
| 1:30 pm – 3:00 pm |  |
| 3:00 pm – 3:30 pm | Networking Break |
| 3:30 – 5:00 pm |  |
| 5:00 – 5:30 pm | Meeting Summary and Closing  *Location* |
|  | Dinner (on your own) |

**Friday, December 11, 2015**

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| **Time** | **Topic (Process)** |
|  | Travel or Optional Meeting Day |