



United States
Department of
Agriculture

Risk
Management
Agency

6501 Beacon Drive
Kansas City,
MO 64133-4676

January 18, 2005

INFORMATIONAL MEMORANDUM: R&D-05-003

TO: All Reinsured Companies

FROM: Tim B. Witt /s/*Tim B. Witt*
Deputy Administrator

SUBJECT: 2005 Information Technology Managers' Meeting

The Risk Management Agency (RMA) will host an Information Technology Managers' Meeting in Kansas City, Missouri, on February 16-17, 2005. The meeting will be held at the USDA Building at 6501 Beacon Drive.

The meeting will begin at 1:00 p.m. Wednesday, February 16, 2005, and adjourn by 4:00 p.m., Thursday, February 17, 2005. A final agenda will be provided to registered participants at a later date. Participants from RMA will include representatives from Research and Evaluation and Product Development Divisions, Insurance Services, and Compliance.

The meeting is being coordinated by Velerie Eddleman from the Training Center. All participants must register by January 26, 2005, with the enclosed registration form. A block of rooms have been reserved at a special rate of \$98.00 at the Sheraton Suites Hotel, 700 West 47TH Street, Kansas City, Missouri. Please contact the hotel directly at 888-627-4400 to make your reservation by January 26, 2005. Ask to be included in the "RMA Block" to receive the conference rate. Any questions concerning registration or room reservations should be addressed to the meeting coordinator at (816) 926-7449. Please fax the meeting registration form to (816) 926-1825 or e-mail to Velerie Eddleman (vaeddleman@kcc.usda.gov). Enclosed is an information sheet on the hotel and local transportation.

We will be hosting the Common Information System (CIS) Workgroup meeting, Tuesday, February 15 through noon on Wednesday, February 16, before the IT Managers Meeting. If you plan to attend the CIS and IT Managers meetings the room reservations are in the same hotel.

If you have suggested agenda topics or any questions concerning this meeting, please contact Seavey Anthony, Chief, Program Automation Branch, at (816) 926-3865 or by e-mail to (seavey.anthony@rma.usda.gov) by January 31, 2005.

DISPOSAL DATE:

This Informational Memorandum is for the purpose of transmitting information and the expiration date is December 31, 2005.



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And Oversees All Programs Authorized Under
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