



Dear *TFM Marketing Partner*,

Here it is—your customized itinerary for *The TFM Forum*. We’ve taken what you’ve told us about the people you’d like to meet and set up meetings for you to get to know them. You’ll have the chance for open discussions over the course of a golf outing, one-on-one meetings, and meals.

However you make use of your three days at the beautiful Houstonian Hotel, Club and Spa, we are certain that you’ll come away with new contacts, new knowledge, and a fresh perspective on active new construction or renovation projects that you can’t get at any other event. In the meantime, feel free to contact Donna Venito with any last-minute questions (800)524-0337, extension 235, or 917-533-4158 during the event).

Sincerely,

The TFM Forum Team

**Sunday, September 30**

11:15 AM-11:45 AM	If you are golfing, plan to arrive by 11:45 at the Houstonian Hotel, Club & Spa; Golf shuttle will leave at 12:00 pm.
11:45 AM-12:15 PM	<p><b>Golf Pairings:</b> Facility Executives:</p> <ul style="list-style-type: none"> <li>• <i>Deputy Director, US Government</i></li> <li>• <i>Director of Operations &amp; Construction, Education</i></li> <li>• <i>Corporate Vice President, Healthcare</i></li> </ul> <p>Sponsors:</p> <ul style="list-style-type: none"> <li>• <i>TFM Marketing Partner</i></li> </ul>
12:15 PM–12:30 PM	Box Lunch for each golfer
12:30 PM	Tee-off for golfers is at 12:30 pm.
6:30 PM-7:30 PM	Welcome Reception
7:30 PM-9:30 PM	<p>Dinner in Ballroom at <b>Table 2</b> with the following:</p> <p>Facility Executives</p> <ul style="list-style-type: none"> <li>• <i>Director of Facilities Services, Education</i></li> <li>• <i>Deputy Chief, Government</i></li> <li>• <i>Director of Facilities, Law</i></li> </ul> <p>Sponsors</p> <ul style="list-style-type: none"> <li>• <i>TFM Marketing Partner</i></li> <li>• <i>TFM Marketing Partner #2</i></li> </ul> <p>Speaker</p> <ul style="list-style-type: none"> <li>• <i>TFM Forum Speaker</i></li> </ul>



Monday, October 1	
07:00 AM-07:30 AM	Breakfast buffet
07:30 AM-08:00 AM	Breakfast continues
08:00 AM-08:30 AM	Opening Keynote: Achieving FM Excellence
08:30 AM-09:00 AM	Opening Keynote, continued
09:00 AM-9:30 AM	One on One Meeting with <i>Facilities Manager, Manufacturing</i>
9:30 AM-9:45 AM	15 minute break
9:45 AM-10:15 AM	One on One Meeting with <i>Director of Facilities, Hospitality</i>
10:15 AM-10:45 AM	One on One Meeting with <i>Asst Dir of Construction &amp; Planning, Education</i>
10:45 AM-12:00 PM	Optional: Observe Facility Executive Seminar: Becoming Best In Class: Gain Greater Customer Connectivity by Differentiating Service Delivery Systems
12:15 PM-1:15 PM	<p>Lunch in Ballroom at <b>Table 15</b> with the following:                      Facility Executives:</p> <ul style="list-style-type: none"> <li>• <i>Exec Director Facilities/Engineering, Cosmetics</i></li> <li>• <i>Facilities Engineer, Hospitality</i></li> </ul> <p>Sponsors</p> <ul style="list-style-type: none"> <li>• <i>TFM Marketing Partner</i></li> <li>• <i>TFM Marketing Partner #2</i></li> </ul> <p>Speaker</p> <ul style="list-style-type: none"> <li>• <i>TFM Forum Speaker</i></li> </ul>
1:15 PM-1:45 PM	Free Time
1:45 PM-2:15 PM	One on One Meeting with <i>Exec Director Facilities/Engineering, Cosmetics.</i>
2:15 PM-2:45 PM	One on One Meeting with <i>Facilities Engineer, Hospitality</i>
2:45 PM-3:00 PM	15-Minute Break
3:00 PM-3:30 PM	One on One Meeting with <i>Associate Executive Secretary for Admin, Non-Profit</i>
3:30 PM-4:00 PM	One on One Meeting with <i>Director of Facilities Services, Education</i>
4:00 PM-4:30 PM	Optional: Observe Facility Executive Seminar: Budgeting for Effective Facilities
4:30 PM-5:00 PM	One on One Meeting with <i>Director of Facilities, Law</i>
5:00 PM-5:30 PM	One on One Meeting with <i>Director of Facilities, Retail</i>
5:30 PM-6:30 PM	Free Time



6:30 PM-8:30 PM	<p>Dinner in Ballroom at <b>Table 11</b> with the following:</p> <p>Facility Executives</p> <ul style="list-style-type: none"> <li>• <i>Director of Construction, K-12 Educational Facility</i></li> <li>• <i>Director of Facilities - Manufacturing</i></li> </ul> <p>Sponsors</p> <ul style="list-style-type: none"> <li>• <i>TFM Marketing Partner</i></li> <li>• <i>TFM Marketing Partner #2</i></li> </ul> <p>Speaker</p> <ul style="list-style-type: none"> <li>• <i>TFM Forum Speaker</i></li> </ul>
8:30 PM-9:30 PM	After-Dinner Networking Reception
<b>Tuesday, October 2</b>	
07:00 AM-07:30 AM	Breakfast buffet
07:30 AM-08:00 AM	Breakfast continues
08:00 AM-09:00 AM	Keynote Address - Shaping The Future Of Facility Management: An Interactive Working Session
09:00 AM-09:30 AM	One on One Meeting with <i>Deputy Director, US Government</i>
09:30 AM-10:00 AM	One on One Meeting with <i>Director of Operations&amp; Construction, Education</i>
10:00 AM-10:15 AM	15-Minute Break
10:15 AM-10:45 AM	One on One Meeting with <i>Director of Construction, K-12 Educational Facility</i>
10:45 AM-11:15 AM	Free Time
11:15 AM-11:45 AM	One on One Meeting with <i>Director of Facilities - Manufacturing</i>
11:45 AM-12:15 PM	One on One Meeting with <i>Corporate Vice President, Healthcare</i>
12:15 PM-12:45 PM	Free Time
12:45 PM-2:15 PM	<p>Lunch in Ballroom at <b>Table 8</b> with the following:</p> <p>Facility Executives</p> <ul style="list-style-type: none"> <li>• <i>VP FM Solutions - Banking</i></li> <li>• <i>Director of Facilities - Retail</i></li> </ul> <p>Sponsors</p> <ul style="list-style-type: none"> <li>• <i>TFM Marketing Partner</i></li> <li>• <i>TFM Marketing Partner #2</i></li> </ul> <p>Speaker</p> <ul style="list-style-type: none"> <li>• <i>TFM Forum Speaker</i></li> </ul>
2:15 PM-3:00 PM	Free Time
3:00 PM-3:30 PM	First Shuttles leave at 3:00 pm for 6:00 pm and later flights
3:30 PM-4:00 PM	Thank you for participating at the TFM Forum



## Group C-Link

Group C-Link is a web-based application designed to match facility executives and sponsors of The TFM Forum who have a mutual interest in one another. The system brings together meeting requests, conference sessions and delivers personalized schedules tailored to the individuals business needs. This web-based matchmaking application will generate passwords for both facility executives and sponsors, which will enable them to select preferences for each other based on their specific needs and interests. Once selections have been made Group C-Link will run a matchmaking algorithm that will provide each facility executive and sponsor with their own personal itinerary based on the data and selections previously entered.

Group C-Link's matchmaking computerized appointment system allows participants to make the very best use of their time. This means that one-on-one meetings are scheduled at the request of the facility executive and the sponsor; scheduling priority is given to one-one-one meetings for which the facility executive and sponsor have indicated a strong interest in meeting each other. Meal meetings are scheduled when one or both parties have a neutral interest in meeting. In negative preferencing, one party refuses to meet with the other party; therefore, the system will not schedule a meeting of any kind between the parties. This ensures that there are no uninterested parties in any meetings.