

2007 Annual Meeting

SDC/BIDC

October 10, 11 and 12
Key Bridge Marriott

Agenda "At a Glance"

- 2010 Decennial Census
- 2010 Redistricting
- 2007 Economic Census
- ACS Multi-year Data
- ACS Update
- Census Bureau Executive Update
- SDC Network Communications
- Geography
- LUCA Update
- IRS County-to-County Migration Data
- LEHD "On the Map" Training
- Local Census Advocacy
- Networking Opportunities
- Network with Regional Office Reps
- Proprietary Data
- Rural Issues
- SDC 101
- Stats 101
- SDC Training
- Using Multi-Racial Data

In this packet:

Administrative Letters

Registration Forms

Agenda

*Instructions for
Workshop Sign Up*

Deadlines:

Sep 17 – Registration (everyone)

*Sep 17 – Hotel
(for non-leads)*

*Sep 21 – SATO
(for leads)*

October 10, 11, 12, 2007
U.S. Census Bureau - Conference Center
Suitland, MD 20746

Wednesday, October 10, 2007

7:45 AM Bus Departs Marriott Key Bridge Hotel (main entrance) to the Census Bureau

Joint CIC/SDC Sessions

8:45 AM

Welcome and Introductions

- Census Bureau Safety and Emergency Procedures
- Lisa Blumerman, Chief, Customer Liaison and Marketing Services Office
- George Barnett, Human Resources Division
- Howard Shih, Chair, Census Information Center
- Xan Wedel, Chair, State Data Center

9:30 AM

Remarks from the Office of the Director

10:00 AM

2010 Decennial Census Update

11:15 AM

Geography/LUCA Update

12:00 PM

Lunch (Census Bureau Cafeteria)
(Steering Committee members to dine with respective Tree States)

1:00 PM

Concurrent Break-out Sessions

Track 1 –

SDC 101
Introduction to LEHD
Stats 101

Track 2 – Advanced Data Analysis

ACS PUMS
Over Sampling and Undercounting/Small Multi-unit Enumeration

Track 3 –

DataFerrett (New User)

Track 4 –

DataFerrett (Advanced User)

3:15 PM

Concurrent Break-out Sessions

- 2007 Economic Census
- CPS Microdata Access
- Using LED On The Map

5:15 PM

Bus Departs Census Bureau to Marriott Key Bridge Hotel

Thursday October 11, 2007

- 7:45 AM** Bus Departs Marriott Key Bridge Hotel (Main Entrance) to the Census Bureau
- 8:45 AM** **Coffee & Networking**
- 9:00 AM** **SDC Only Sessions**
Announcements
- 9:30 AM** **American Community Survey Update**
- Speaker TBD
- 10:30 AM** **The American Community Survey Update (cont.)**
- 11:15 AM** **Using Multi-Racial Data**
- 11:45 PM** **Lunch with Regional Office Representatives**
- 1:30 PM** **2010 Program Update – Redistricting**
- Cathy McCully
- 2:00 PM** **SDC Business Meeting**
- 3:00 PM** **Concurrent Break-out Sessions**
Networking with other SDCs
to
or
4:30 PM **Using LED On The Map**
- 3:00 PM** **Special Interest Meetings**
Rural Issues Subcommittee
3:30 PM Communication Subcommittee
4:00 PM Training Subcommittee
- 4:30 PM** **Adjourn**
- 5:15 PM** **Bus Departs Census Bureau to Marriott Key Bridge Hotel**

Friday October 12, 2007

Meeting at Marriott Key Bridge Hotel

- 8:00 AM** **Welcome**
- 8:30 AM** **ACS Multi-year Data Panel Discussion**
 - SDC Lead TBD
- 10:00 AM** **Concurrent Sessions**
 - County-to-County Migration Data
 - Proprietary Data
 - Partnership Program/Local Census Advocacy
- 10:30 AM** **Concurrent Sessions**
 - County-to-County Migration Data
 - Proprietary Data
 - Partnership Program/Local Census Advocacy
- 11:00 AM** **Concurrent Sessions**
 - County-to-County Migration Data
 - Proprietary Data
 - Partnership Program/Local Census Advocacy
- 11:30 PM** **Adjourn**

Bus Schedule (between Marriott and Census Bureau)

	<u>DEPART</u>	<u>ARRIVE</u>
October 10	7:45 a.m. Marriott Key Bridge Hotel Front Entrance	8:30 a.m. U.S. Census Bureau Metro Entrance - Gate #7
	5:15 p.m. U.S. Census Bureau Metro Entrance - Gate #7	5:45 p.m. Marriott Key Bridge Hotel Front Entrance
October 11	7:45 a.m. Marriott Key Bridge Hotel Front Entrance	8:30 a.m. U.S. Census Bureau Metro Entrance - Gate #7
	5:15 p.m. U.S. Census Bureau Metro Entrance - Gate #7	5:45 p.m. Marriott Key Bridge Hotel Front Entrance
October 12	Meeting convenes at the Marriott Key Bridge Hotel.	

Instructions for SDC Lead or Designee – Out of Town

Dear Colleague:

The 2007 Annual National Census Information Center, State Data Center, and Business and Industry Data Center (CIC/SDC/BIDC) Training Conference will be held October 10-12, 2007, at the U.S. Census Bureau Auditorium and Conference Center, 4600 Silver Hill Road, Suitland, Maryland. The meeting is scheduled to begin on Wednesday, October 10, 2007, at 8:45 a.m. and end on Friday, October 12, 2007, at 11:30 a.m. The registration form and draft meeting agenda are attached.

Please note the following dates:

September 17, 2007—Return registration form (see Attachment)

September 21, 2007—Final date to call **NAVIGANT/SATO Travel** (see Travel Arrangements)

Transportation

We will provide round-trip bus transportation each day between the U.S. Census Bureau and the Marriott Key Bridge Hotel using the following schedule:

	<u>DEPART</u>	<u>ARRIVE</u>
October 10	7:45 a.m. Marriott Key Bridge Hotel Front Entrance 5:15 p.m. U.S. Census Bureau Metro Entrance - Gate #7	8:30 a.m. U.S. Census Bureau Metro Entrance - Gate #7 5:45 p.m. Marriott Key Bridge Hotel Front Entrance
October 11	7:45 a.m. Marriott Key Bridge Hotel Front Entrance 5:15 p.m. U.S. Census Bureau Metro Entrance - Gate #7	8:30 a.m. U.S. Census Bureau Metro Entrance - Gate #7 5:45 p.m. Marriott Key Bridge Hotel Front Entrance
October 12	Meeting convenes at the Marriott Key Bridge Hotel.	

Lodging

We have reserved a single room for you for three nights, Tuesday, October 9, Wednesday, October 10, and Thursday, October 11, at the Marriott Key Bridge Hotel, 1401 Lee Highway, Arlington, Virginia. The telephone number at the hotel is 703-524-6400. The room accommodations will be paid by a Government Purchase Order, therefore, you should not be billed for tax on your room. You will **only** have to pay for your personal incidental expenses when you check out. If you are traveling with another party and wish to reserve a double room, please let us know and we will handle the reservation. You would just pay the difference when you check out. Check-in time at the hotel is 4:00 p.m. Check-out time is 1:00 p.m. If you need to make any changes, please call Leslie Rodriguez or Kathy Italiano at 301-763-2308 by **September 21, 2007**. **Do not call the hotel directly**. Please keep in mind that we must pay for any reserved rooms that are not canceled through our office.

The U.S. Census Bureau will only pay for **one representative per SDC**. If you are bringing an additional SDC representative, you must complete an additional registration form for that individual and return it to us. All expenses incurred for that individual, including lodging, travel, and meals, will be at the expense of the sponsoring SDC.

Security

Upon arrival at the U.S. Census Bureau, a member of the Conference and Travel Management Services staff will meet you in the lobby. A photo ID must be presented in order to receive your visitor's badge. Visitors are not allowed beyond the first floor. If visitors need to go beyond the first floor, they **must be escorted at all times by a U.S. Census Bureau employee**. If you are bringing a laptop, it must be registered at the time you arrive in the lobby.

Ground Transportation

The nearest airport to the hotel is the Ronald Reagan Washington National Airport. The hotel does not provide shuttle service to and from the airport. The parking at the hotel is \$12 per day.

Reimbursable Expenses

Travelers will receive \$64 per day for meals (including tips). Parking, taxis, and/or airport limousines between your residence or office, airport and hotel will be reimbursed, however, receipts are required for any charges that are \$75 or more. If you are traveling by privately-owned vehicle (POV), you will be reimbursed for mileage not to exceed time and cost of common carrier and parking.

Travel Arrangements

Call **NAVIGANT/SATO Travel**—the Census Bureau's Government Travel Management Center by **September 21, 2007**, to make your airline reservations. The toll-free number is 1-888-229-3788. You must give the **ID Number: 5WHO** when calling the toll-free number to be connected to our site manager.

NAVIGANT/SATO Travel will book you on a government contract carrier, if one is available. If a contract carrier airline does not service your area, you should contact our office for approval to use a non-contract carrier.

PLEASE DO NOT MAKE YOUR RESERVATIONS THROUGH ANY OTHER MEANS OR WE WILL NOT BE ABLE TO REIMBURSE YOU.

Government Travel Regulations now permit major airlines to charge a penalty fee to travelers who cancel or request re-issuance of a ticket due to an itinerary change for personal reasons. Travelers may exchange their official Government travel tickets at the issuing airline ticket counter for a ticket that includes personal and official travel. In this circumstance, the traveler will be responsible for payment of the penalty fee and any additional cost of the ticket. **NAVIGANT/SATO Travel** does not issue non-refundable tickets for official Government travel. If you have any questions about the application of the penalty fee, you should ask the **NAVIGANT/SATO Travel** staff at the time you make your reservations.

Please fax the registration form to Leslie Rodriguez or Kathy Italiano at **301-763-4323** by **September 17, 2007**. If you have any questions about the agenda, please call Renee Jefferson-Copeland or Frank Ambrose at 1-800-416-0199 or 301-763-1305. If you have any questions about the meeting arrangements, please call Leslie Rodriguez or Kathy Italiano at 301-763-2308.

Attachments

REGISTRATION FORM for SDC Lead or Designee
2007 Annual National CIC/SDC/BIDC Training Conference
October 10-12, 2007

ATTENDANCE AT MEETING

I will attend the meeting on October 10-12, 2007.

I will NOT attend the meeting.

Please Type or Print Clearly		
Name (Dr., Mr., Ms., Mrs., Miss)		
Title		
Organization		
Business Address (Division/Office)		
City	State	Zip
Daytime Telephone:	FAX Number:	

TRANSPORTATION (to the Washington Metropolitan area)

Air Rail Private Vehicle (POV)

LODGING (Applicable ONLY to those residing outside the Washington Metropolitan area and more than 50 miles from Washington, DC.)

Please indicate: SINGLE room DOUBLE room

for the following dates: October 9 October 10 October 11

Please fax your registration form by September 17, 2007. Our fax number is 301-763-4323. Please address any questions to Leslie Rodriguez or Kathy Italiano at 301-763-2308.

<p><u>Emergency Contact Person:</u></p> <p>Name: _____ Relationship: _____</p> <p>Address: _____</p> <p>Telephone Number: _____</p>
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<p> This meeting is ADA accessible.</p> <p>____ Please check here if you need special services due to disability and attach a statement regarding your disability needs.</p>

Instructions for SDC Out-of-Town and Paying

Dear Colleague:

The 2007 Annual National Census Information Center, State Data Center, and Business and Industry Data Center (CIC/SDC/BIDC) Training Conference will be held on October 10-12, 2007, at the U.S. Census Bureau Auditorium and Conference Center, 4600 Silver Hill Road, Suitland, Maryland. The conference is scheduled to begin on Wednesday, October 10, 2007, at 8:45 a.m. and end on Friday, October 12, 2007, at 11:30 a.m. The registration form and draft meeting agenda are attached. Please note that there is no registration fee for this conference.

September 17, 2007—Return registration form (see **Attachment**)

September 17, 2007—Deadline for hotel reservations for additional SDC representatives

September 21, 2007—Final date to call **NAVIGANT/SATO Travel** (see **Travel Arrangements**)

Lodging

The Census Bureau has reserved a block of rooms at the Marriott Key Bridge Hotel. The telephone number at the hotel is 703-524-6400. The room reservations should be made by **September 17, 2007**. When you call the hotel to make your reservation, please reference the "**U.S. Census Bureau**."

The room rate is \$195 per day plus 10.25% Virginia sales tax. Check-in time at the hotel is 4:00 p.m. Check-out time is 1:00 p.m.

Ground Transportation

The nearest airport to the hotel is the Ronald Reagan Washington National Airport. The hotel does not provide shuttle service to and from the airport. The parking at the hotel is \$12 per day.

Please fax the registration form to Leslie Rodriguez or Kathy Italiano at **301-763-4323** by **September 17, 2007**. If you have any questions about the agenda, please call Renee Jefferson-Copeland or Frank Ambrose at 1-800-416-0199 or 301-763-1305. If you have any questions about the meeting arrangements, please call Leslie Rodriguez or Kathy Italiano at 301-763-2308.

Attachments

**REGISTRATION FORM for Individuals Covering Own Costs
2007 ANNUAL NATIONAL CIC/SDC/BIDC TRAINING CONFERENCE
October 10-12, 2007**

ATTENDANCE AT THE MEETING

I will attend the meeting on October 10-12, 2007.


I will NOT attend the meeting.

Please Type or Print Clearly		
Name (Dr., Mr., Ms., Mrs., Miss)		
Title		
Organization		
Business Address (Division/Office)		
City	State	Zip
Daytime Telephone:	FAX Number:	
E-mail Address:		

Call 703-524-6400 to make your hotel reservations by September 17, 2007! (Please reference the U.S. Census Bureau.) Space is available on a first-come, first served basis.

Fax your registration form to Leslie Rodriguez or Kathy Italiano at 301-763-4323 by September 17, 2007.

For information/questions, contact Leslie Rodriguez or Kathy Italiano at 301-763-2308.

<u>Emergency Contact Person:</u>	
Name: _____	Relationship: _____
Address: _____	
Telephone Number: _____	
 This meeting is ADA accessible.	
____ Please check here if you need special services due to disability and attach a statement regarding your disability needs.	

Instructions for SDC - LOCAL

Dear Colleague:

The 2007 Annual National Census Information Center, State Data Center, and Business and Industry Data Center (CIC/SDC/BIDC) Training Conference will be held October 10-12, 2007, at the U.S. Census Bureau Auditorium and Conference Center, 4600 Silver Hill Road, Suitland, Maryland. The meeting is scheduled to begin on Wednesday, October 10, 2007, at 8:45 a.m. and end on Friday, October 12, 2007, at 11:30 a.m. The registration form and draft meeting agenda are attached.

Please note the following date:

September 17, 2007—Return registration form (see **Attachment**)

Ground Transportation

If you are traveling by privately-owned vehicle, you must enter the Suitland Federal Center at Gate 5 (Silver Hill Road and Swann Road). After you receive your building pass at Gate 5, a guard will direct you to the parking garage and the main entrance. You will be reimbursed for mileage and tolls. The directions to the Census Bureau are attached.

If you are traveling by Metro, you will take the Green Line to the Suitland Metro Station. The Census Bureau is located next to the Metro station. Proceed through the metro-covered parking garage to the Census Bureau Gate 7. After you receive your building pass at Gate 7, a guard will direct you to the main entrance.

Security

Upon arrival at the Census Bureau, a member of the Conference and Travel Management Services staff will meet you in the lobby. A photo ID must be presented in order to receive your visitor's badge. Visitors are not allowed beyond the first floor. If visitors need to go beyond the first floor, they **must be escorted at all times by a Census Bureau employee**. If you are bringing a laptop, it must be registered at the time you arrive in the lobby.

Please fax the registration form to Leslie Rodriguez or Kathy Italiano at **301-763-4323** by **September 17, 2007**. If you have any questions about the meeting agenda, please call Renee Jefferson-Copeland or Frank Ambrose at 301-763-1305. If you have any questions about the meeting arrangements, please call Leslie Rodriguez or Kathy Italiano at 301-763-2308.

Attachments

REGISTRATION FORM – SDC Local
2007 ANNUAL NATIONAL CIC/SDC/BIDC TRAINING CONFERENCE
October 10-12, 2007

ATTENDANCE AT THE MEETING


I will attend the meeting on October 10-12, 2007.

I will NOT attend the meeting.

Please Type or Print Clearly		
Name (Dr., Mr., Ms., Mrs., Miss)		
Title		
Organization		
Business Address (Division/Office)		
City	State	Zip
Daytime Telephone:		FAX Number:
E-mail Address:		

Fax your registration form to Leslie Rodriguez or Kathy Italiano at 301-763-4323 by September 17, 2007. For information/questions, contact Leslie Rodriguez or Kathy Italiano at 301-763-2308.

<u>Emergency Contact Person:</u>	
Name: _____	Relationship: _____
Address: _____	
Telephone Number: _____	

	<input type="checkbox"/> This meeting is ADA accessible. Please check here if you need special services due to disability and attach a statement regarding your disability needs.
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INSTRUCTIONS FOR 2007 OCTOBER SDC/BIDC ANNUAL MEETING CONCURRENT WORKSHOPS/SESSIONS SELECTION

Attached is the spreadsheet form that CLMSO would like for you to use to select the workshops that you would like to attend during the annual meeting.

Please note that on Wednesday October 10, 2007 between 1:00 PM and 3:00 PM you have a choice of Tracks 1 - SDC 101, Introduction to LEHD and Stats 101; or Track 2 - Advanced Data Analysis: ACS PUMS and Oversampling and Undercounting/Small Multi-unit Enumeration; Track 3 – Data Ferrett – New Users (this session will be limited to the first 18 respondents), Track 4 – Data Ferrett – Advanced (this session will be limited to the first 18 respondents). Please select **ONE** of these tracks. The individual workshops are concurrent and not interchangeable. This means that you will remain in the track you have selected for the entire time slot.

Wednesday between 3:15 PM and 4:45 PM, you will have a choice of either 2007 Economic Census, CPS Microdata Access (this session will be limited to the first 18 respondents), or Using LED On The Map (this session will be limited to the first 18 respondents). Please select one session.

On Thursday October 11, 2007 between 3:00 PM and 4:30 PM, there will be one hands on workshop - Using LED On The Map workshop (this session will be limited to the first 18 respondents), the Subcommittee Meetings and a networking session. Please check the sessions you would like to attend so we can plan on seating arrangements.

Friday October 12, 2007 from 10:30 AM to Noon, there will be three half-hour rotating sessions. CLMSO will assign you to each session.

Please note that when you arrive, you will receive tickets to attend the sessions that you have chosen and/or are assigned. Please note that some sessions are on a first come first served basis. If the session you pick is filled, CLMSO will contact you to select another open session.

Please send your filled out sheet to Barbara.a.lafleur@census.gov by COB on Friday September 7, 2007.