



Tuesday, May 22		Wednesday, May 23	Thursday, May 24	Friday, May 25
		7:00 AM - 8:00 AM	7:00 AM - 8:00 AM	7:00 AM - 8:00 AM
		Breakfast	Breakfast	Breakfast
		8:00 AM - 8:15 AM	8:00 AM - 9:45 AM (1.75 hrs)	8:00 AM - 10:00 AM (2hrs)
		Opening Ceremony	** (Advanced RM) Discussion Panel Hurricane Irma Lessons Learned Sandy Tuller- Lucia Ungaro-Morphonios - Brian Bradley - Frances Arroyo	*** Disaster Recovery Archie Matthews
		8:15 AM - 10:15 AM (2hrs)		** (Advanced RM) Keeping Up With Multigenerational Workplace Kevin Connelly
		*** Legislative Changes Pat Gleason		
10:00 AM		10:15 AM - 10:35 AM Break	9:45 AM - 10:05 AM Break	10:00 AM - 10:20 AM Break
Registration Desk Opens Lobby Area		10:35 AM - 11:35 AM (1.0 hrs)	10:05 AM - 12:05 PM (2.0 hrs)	10:20 AM - 11:20 AM (1 hr)
Vendor Area Opens		** (Advanced RM) State of Florida Archives & Records Beth Golding	*** Sunshine Law Rick Courtemanche	** (Advanced RM) Public Records Requests Tim O'Toole
			*** (Electronic Records) Change Management Electronic Records Vestina Crayton	** (Advanced RM) Mind Mapping Techniques Priscilla Emery
		11:35 AM - 1:15 PM	12:05 PM - 1:35 PM	11:20 AM - 12:20 PM (1 hr)
		Lunch On Your Own	Business Meeting/Luncheon	FCRM - Questions/Answer Kimberly Ingram
12:00 PM - 2:00 PM (2 hrs)		1:15 PM - 2:30 PM (1.25 hrs)	1:35 PM - 3:05 PM (1.50 hrs)	
* Basics of Records Management Part 1 of 2 State of Florida Archives & Records Tim Few	** (Advanced RM) 12:00 - 1:00 Technology Topic	** (Advanced RM) SWFWMD's 18-26 Project Three Years In Earl Rich Peggy Meinhardt Chris Poe	Industry Specific Roundtables <i>City Clerks, Clerk of Court, Education, Legal-Police, Private/Other Government Agencies</i>	
	** (Advanced RM) 1:00 - 2:00 Technology Topic			
2:00 PM - 2:20 PM Break		2:30 PM - 2:50 PM Break	3:05 PM - 3:25 PM Break	
2:20 PM - 4:20 PM (2 hrs)		2:50 PM - 4:35 PM (1.75 hrs)	3:25 PM - 4:55 PM (1.50 hrs)	
* Basics of Records Management Part 2 of 2 State of Florida Archives & Records Tim Few	** (Advanced RM) 2:20 - 3:20 Technology Topic	*** (Electronic Records) Cyber Security Daniel Whitehouse	Industry Specific Roundtables <i>City Clerks, Clerk of Court, Education, Legal-Police, Private/Other Government Agencies</i>	
	** (Advanced RM) 3:20 - 4:20 Technology Topic			
4.0 hours		6.0 hours	6.75 hours	4.0 hours
Total Credit Hours: 20.75				
		5:30 PM - 6:30 PM		
		New Member Orientation Meet the Board		
		6:30 PM - 8:00 PM		
		FRMA Board: Meet & Greet Light Refreshments Served		

* Basics of Records Management designated in green is required for first time certification only.

** A total of 4 hours of courses designated as "Advanced RM" in blue is required to complete the Advanced Records Management requirement for both initial certification and recertification.

*** 2 hours each is required for Legislative Changes, Disaster Recovery, Electronic Records, and Sunshine Law designated in red for both initial certification and recertification.

Members may attend classes as often as desired, however, Basics Records Management and Disaster Recovery, will only be credited once during the certification/recertification period.