

THIS MEMO IS EXPIRED

November 15, 1999

**MEMORANDUM NO. 33-99**

**TO:** DISTRICT CONSTRUCTION ENGINEERS

**FROM:** Greg Xanders, State Construction Engineer

**COPIES TO:** Tom Barry, Jane Mathis, Jim St. John, Ken Morefield, Nancy Houston, Chris Speer, Bill Albaugh, Freddie Simmons, Charles Goodman, District Secretaries, District Directors of Operations, Area Construction Engineers

**SUBJECT:** FDOT/FTBA CONSTRUCTION CONFERENCE

In Conjunction with the FTBA, the State Construction Office is pleased to host the seventh Annual FDOT/FTBA Construction Conference.

The Conference is scheduled for February 8-9, 2000 at the Radisson Twin Towers in Orlando. The purpose of this conference is to gather key DOT, Contractor and CEI personnel to discuss ongoing problems and their solutions regarding construction practices and procedures.

Your District is limited to 75 attendees. These attendees should be Resident Engineers, Program Managers, active CEI Consultants, etc.

At this time, the information below should be followed:

1. A registration form is attached to this memorandum. Please look at the schedule and determine who should attend. Please get this registration form to them. The deadline for returning this form is December 20, 1999. **Due to the large volume of attendees, no registrations will be accepted by phone or fax. Only the attached form will be accepted (no copies will be accepted).**
2. Please indicate on the registration form what sessions you will attend. A description of all sessions is provided on the back of the attached form. It is very important that this information be filled out so that seating arrangements can be made. Conference materials will be mailed to all registrants at a later date.
3. Make your own hotel arrangements. The Radisson Twin Towers is located at 5780 Major Boulevard, Orlando, Fl. For reservations call 407/351-1000 or 800/327-2110 and ask for the special FDOT/FTBA Conference Rate of \$95.00s/d. The cutoff date for hotel arrangements is **January 12, 2000.**

If there are further questions, please advise.

GAX/wc  
Attachment