



April 10, 2009

To: Local Agency WIC Coordinators

From: Kim McGee, Training Coordinator

Re: 2009 Oregon WIC Statewide Meeting

Action: **Plan for staff to attend the conference.**
Return registration by MAY 22, 2009.

Additional information available:

Registration spreadsheet (in Excel) - *Return one per agency*
Financial support for local agencies
Meeting agenda and session descriptions

Note: All attachments mentioned in this message are available online at:
www.oregon.gov/DHS/ph/wic/swm_registration.shtml

It is time to start preparing for this years statewide meeting. The focus of the entire meeting is designed to help Oregon WIC staff prepare for the changes for Fresh Choices and reinforce the work that we have done around participant centered services with Oregon WIC Listens.

As always, we encourage agencies to send all of their WIC staff to the meeting. This year that is especially important as much of the content offered is vital to their ability to provide services to participants when Fresh Choices is implemented in August. **At a minimum, all agencies are required to send one representative** who can attend the entire meeting, bring the information back to their agency, and train staff who were unable to attend on the content provided.



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- **Sessions get us underway!**

- Throughout the meeting, we continue to offer sessions designed with clerical, paraprofessional and professional WIC staff in mind. These sessions will introduce new food packages of Fresh Choices to all WIC staff. Staff of all levels are encouraged to attend sessions they feel will develop new skills and need not feel restricted based on their current role in WIC.
- Attendance is open for all sessions in the agenda with the exception of “The Nitty Gritty of Fresh Choices in TWIST” session. At least one but not more than two staff members from each clinic need to pre-register for this session on the registration spreadsheet.

- **Registration**

- Use the Excel spreadsheet on the website to register all staff for your agency.
- Use the drop down list to select meal choices for each staff person.
- Select the one or two staff members who will be attending the “Nitty Gritty of Fresh Choices in TWIST” session. Identify their first and second choice of times to attend the session. You will be notified of which session they are registered for when we send your agency registration confirmation.
- Please submit **one** spreadsheet for your agency to diane.arnold@state.or.us
- Registration must be received by **MAY 22, 2009**.

- **Canceling registration**

Please contact the state WIC office by **June 5** if staff are unable to attend the meeting after they are registered. This allows us to adjust meal counts and name tags prior to the meeting. Be sure to cancel your hotel reservation at least 72 hours in advance.

- **Meal selections**

Several meals are being offered at the meeting. A vegetarian choice will be available. Please indicate each staff person’s meal selections on the registration spreadsheet.



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If you need this information in an alternate format, please call 971-673-0040.
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- **Hotel reservations**

Call the Lloyd Center Double Tree Hotel at 1-800-996-0510. When making the reservation, tell the reservations clerk that you are reserving a room for the **WIC 2009 Annual Conference** to insure receiving the conference rate of \$147.38 (double occupancy) per night. Reservations must be made by June 5 to ensure you receive the conference rate. Room cancellations require 72 hour notice. There is an early check out fee. If you need to leave early, let the hotel know when checking in. All reservations must be guaranteed with individual credit cards. In the event of a no show, one night's room and tax will be posted to that credit card.

- **Clinic coverage**

Develop a plan for office and caseload coverage so **all** staff are able to take advantage of this state-sponsored event.

- **Cost**

The state is covering much of the cost of attending the WIC Statewide Meeting. Financial support will be in the form of a grant adjustment after the meeting. You will complete one reimbursement form covering all staff from your agency and submit it after the meeting. Individual staff reimbursements will be via your standard agency process. For more details, see the attached *Financial Support for Local Agencies*.

- **Breastfeeding mothers**

Babies in arms are welcome at the conference. There will be a hospitality suite available if you need a quiet place to nurse your baby or use a breast pump. Daycare will **not** be provided at the conference.

- **Getting to the hotel**

For a map to the hotel, go to the Doubletree Hotel Website:
doubletree1.hilton.com

Questions?

Contact Kim McGee at 971-673-0049 or Kimberly.o.mcgee@state.or.us

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