# 31st Annual Small Business Development Conference

# 2011

**March 21-22, 2011**

Marriott Centerpoint
Pontiac, MI

**DISADVANTAGED BUSINESS ENTERPRISE**

DBE

RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

KIRK T. STEUDLE
DIRECTOR

**2011 DBE Small Business Development Conference**

Conference Registrants:

We are pleased to announce the 2011 DBE Small Business Development Conference. It will be held March 21st and March 22nd at the Marriott Hotel in Pontiac, Michigan. This will be our 31st annual conference and it promises to be another informative and enjoyable event.

The conference agenda and the conference registration form are included in this packet, as well as information and directions to the host hotel. Feel free to copy the registration form if more than one person from your organization will attend. **We will need a registration form for each registrant.** As you review this material you will see that we have excellent speakers and breakout sessions so you will want to return your registration form(s) as soon as possible. As in previous years there will be no registration fee so space is limited. We have an early registration gift if you return your registration form(s) by February 4th. You will receive a "New (2011 Edition) MDOT Standard Specifications for Construction Manual." Once your attendance is verified we will mail the manual to you (one per company).

Fax your completed registration form(s) to **517-335-6859** or mail your form(s) in the included self addressed envelope. **Please fax or mail your registration form(s) no later than Friday, March 11, 2011.** You should also make your hotel reservations as soon as possible. To receive the special conference rate at the Marriott, you must reference the *"MDOT Business Development Conference."*

Contact Connie Durham at 517-373-2377 or at our toll-free number, 1-866-DBE-1264 (1-866-323-1264) if you have questions. We look forward to receiving your registration form and seeing you on March 21st and 22nd.

Sincerely,

Dr. Patricia A. Collins
DBE Program Administration

Attachments

**2011 DBE Conference**
**Michigan Department of Transportation (MDOT)**
**Office of Business Development**
**866-323-1264 (Toll-Free) or**
**517-373-2377**

# Michigan Department of Transportation's (MDOT)
# 31st Annual
# DBE Small Business Conference
# March 21st and March 22nd, 2011

## Conference Registration Form

*Please Complete* **One** *Form for* **Each Person** *Attending*

## Day 1: Monday, March 21st *(Please print clearly)*

| **I am a:** (Please Check One) | DBE | | Prime Contractor | | MDOT Employee | | Other | |
|---|---|---|---|---|---|---|---|---|
| **Company Name:** | | | | | | | | |
| **Company Address:** | | | | | | | | |
| **City, State, Zip:** | | | | | | | | |
| **Phone Number:** | | | | | | | | |
| **E-Mail Address:** | | | | | | | | |
| **Name of Attendee:** | | | | | | | | |

| | Yes | No |
|---|---|---|
| **I plan to attend the conference on Monday, March 21st (If NO go to day two)** | | |
| **I plan to attend breakfast on Monday (7:30 a.m. – 8:30 a.m.)**<br>**EARLY BIRD DRAWING: MUST BE PRESENT TO WIN** | | |
| **I plan to attend the opening keynote address: John Lindstrom, Gongwer News Service**<br>**Topic: The Future of Transportation in Michigan** | | |

***Please check the breakout session you plan to attend (Morning sessions will repeat in the afternoon)***

| **I plan to attend this Monday morning breakout session (10:15 – 11:45)**<br>***(Check only one. These sessions repeat at 1:30)*** | |
|---|---|
| **Small Business Funding Resources**<br>There are several funding resources currently available for small businesses available both at the state and federal level. A panel of experts will explain many of the available options (loans, bonding, etc.) and requirements for taking advantage of these resources. | |
| **MDOT Prompt Pay Procedure: The Federal Highway Administration Perspective**<br>Staff at the Michigan Division of the Federal Highway Administration will discuss MDOT's prompt payment process. | |
| **Resolving Work Related Conflicts**<br>Handling conflict so that it results in successful problem resolution is an important business skill. This session will focus on effective methods for dealing with typical conflicts that occur on projects. | |
| **MDOT's Service and Construction prequalification Process: How to Get and Stay Prequalified**<br>This session will explain MDOT's prequalification process including which companies must be prequalified to work on an MDOT project. Prequalification specialists will also explain how to remain prequalified, in order to continue to bid on MDOT projects. | |
| **How to Get an MDOT Contract (Service or Construction)**<br>A panel of construction and service contractors, as well as MDOT representatives, will discuss expectations of firms working on an MDOT project. | |

## Conference Registration Form

*Please Complete* **One** *Form for* **Each Person** *Attending*

| | Yes | No |
|---|---|---|
| **I plan to attend the luncheon**<br>Keynote Address: Greg Johnson, MDOT's Chief Operations Officer | | |

| **I plan to attend this Monday afternoon breakout session (1:30 – 3:00)** ***(Check only one)*** | |
|---|---|
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| **How to Get an MDOT Contract (Service or Construction)**<br>A panel of construction and service contractors, as well as MDOT representatives, will discuss expectations of firms working on an MDOT project. | |

| | Yes | No |
|---|---|---|
| **General Session: Federal Highway Administration (FHWA) Update (3:15 p.m. – 4:00 p.m.)**<br>The Federal Highway Administration (FHWA) has many upcoming changes that will impact the DBE program. FHWA officials will explain the who, what, when, and why of these changes. | | |
| **I plan to attend the DBE/Prime Contractor Networking Session (with Vendor Tables) (4:00 p.m. – 6:00 p.m.)**<br>This will be an opportunity to both promote your business and take advantage of an ideal networking session. | | |
| **I plan to attend the Mix and Mingle Reception (6:00 p.m.)** | | |

## Day 2: Tuesday, March 22nd

## Conference Registration Form

*Please Complete* **One** *Form for* **Each Person** *Attending*

| | Yes | No |
|---|---|---|
| **I plan to attend the conference on Tuesday, March 22nd**<br>*(If your answer is NO, you are done with this form)* | | |
| **I plan to attend the breakfast on Tuesday (7:30 a.m. – 8:30 a.m.)**<br>**EARLY BIRD DRAWING: MUST BE PRESENT TO WIN** | | |
| **8:45 – 9:15 Keynote Address: Colette Holt, Colette Holt & Associates**<br>**Topic: The DBE Program: A Historical Perspective** | | |
| **9:15– 10:15 Keynote Address: Panel Discussion**<br>**Topic: Free State and Federal Resources for Small Businesses**<br>**A panel of federal and state representatives will cover a range of free services available to small business owners.** | | |

# Conference Registration Form

*Please Complete* **One** *Form for* **Each Person** *Attending*

***Please check the breakout session you plan to attend***

| **I plan to attend this Tuesday morning breakout session (10:30 – 12:30):** | ***(Check only one)*** |
|---|---|
| **How to Get a Non-Highway State Government Contract**<br>MDOT lets hundreds of contracts a year. The same is true for other state of Michigan Departments such as the Michigan Department of Technology; Management and Budget; Corrections; Civil Rights as well as county and city governments. Representatives from various government agencies will discuss their contract opportunities and requirements for getting a contract. | |
| **MDOT 2011 – What's New and What's Staying the Same**<br>Michigan has a new Governor, Rick Snyder. This session will cover the various changes being put into place within MDOT and statewide. | |
| **How to Prepare an MDOT Bid**<br>Are you having a problem preparing a successful MDOT construction contract quote or service contract proposal? Do you want to improve your process? If your answer is yes, then plan to attend this session. | |
| **Overview of Federal DBE Program Legislation**<br>This workshop will explain, in detail, federal DBE program regulations. By the end of this session you will understand the federal requirements of the DBE program as well as MDOT staff, DBE and prime contractor responsibilities. | |
| **Using Websites, Social Media and Other Electronic Devices to Grow Your Business**<br>Technology is constantly changing and becoming an integral part of both running and promoting your business. This workshop will explain these tools and how to use them effectively. | |

| | **Yes** | **No** |
|---|---|---|
| **I plan to attend the luncheon on Tuesday**<br>**Speaker: Kirk Steudle, MDOT Director** | | |
| | **Sunday** | **Monday** |
| **I plan to stay at the hotel (check which day(s))** | | |

**Please fax the completed form(s) to 517•335•6859,**
**or e-mail to durhamc@michigan.gov,**
**or mail in the envelope provided *(no postage required)***

Conference Materials will be Available Sunday, March 20th
5:00 p.m. to 7:00 p.m. in the Hotel Lobby

EARLY BIRD REGISTRATION!!!!
Fax/E-Mail/Mail your registration by Friday, February 4th and receive a complimentary copy of the current *"New (2011 Edition) MDOT Standard Specifications for Construction Manual"*

Note: This is a free conference so please register early, space will be limited

Schedule is subject to change

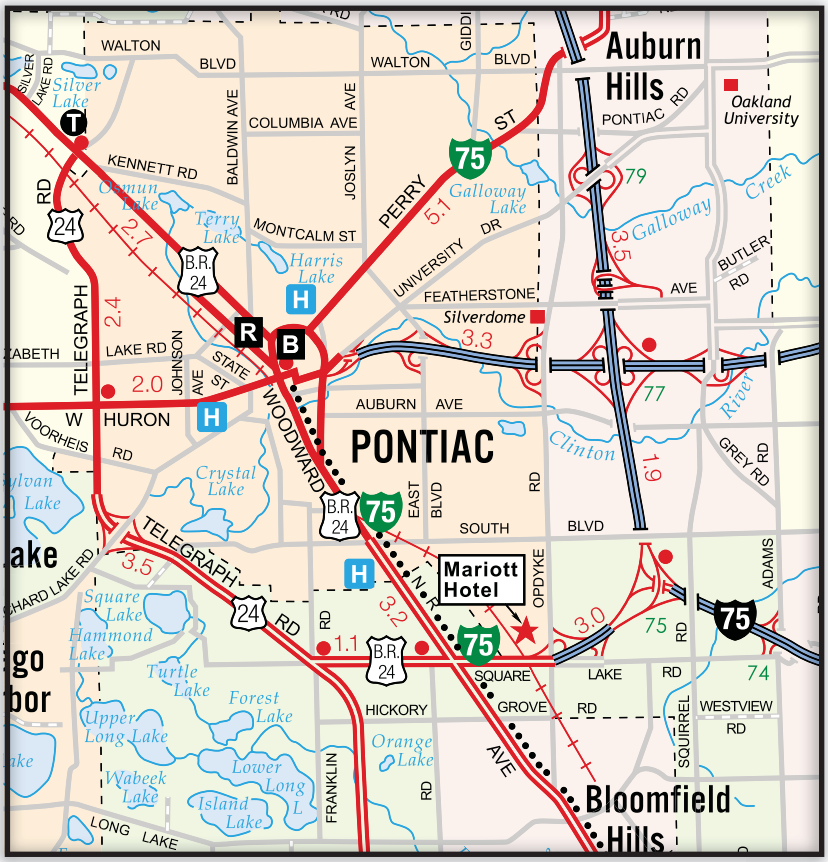
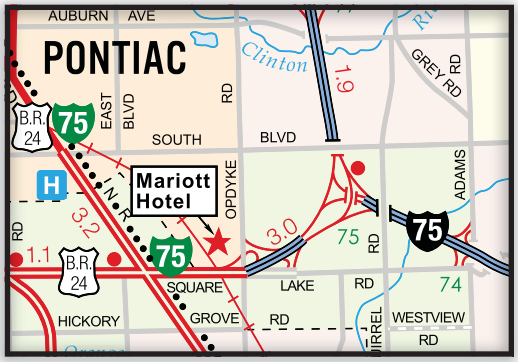
**Marriott Hotel**
**3600 Centerpoint Parkway**
**Pontiac, MI 48341**
**Toll-Free: 1-800-228-9290**

**ALL CONFERENCE ATTENDEES ARE RESPONSIBLE FOR MAKING THEIR OWN HOTEL ACCOMMODATIONS.**

Rates at the Marriott are **$93.00** per night when you mention *"MDOT Business Development Conference."*

## For Reservations Contact:

**Marriott Hotel**

Detroit Pontiac at Centerpoint

3600 Centerpoint Parkway
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