THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE PRESIDENT

October 5, 2016

MEMORANDUM

TO : NAVAJO NATION PROGRAMS and PERSONNEL

FROM : Nelson Billy
Nelson Billy. NNITS Committee Chair
Department of Information Technology, NDGS

SUBJECT: NAVAJO NATION IT SUMMIT ASSISTANCE

The NN Department of Information Technology (DIT) under the Division of General Services is hosting the fifth Navajo Nation Information Technology Summit (NNITS). It will be held at the Hyatt Regency Downtown Hotel in Albuquerque, NM on November 14th-17th, 2016.

The NNITS Planning Committee is requesting for Volunteers to assist in this worthy endeavor. The NNITS Committee has formulated an Off Navajo Nation Travel Memorandum for all NN personnel that wish to attend the IT Summit.

For Volunteers, the following is information pertinent to the Summit:

- Obtain proper approval to volunteer and attend.
- Lunch will be provided on 11/15 and 11/16.
- The Volunteer's will be responsible for acting as Breakout Rooms Felicitator, Moderators, (helping the Presenter), providing Introductions, Handing out Surveys, taking care of Breakout Room Equipment, assisting in Setup, and other conference assistance, as necessary – IT, Registration, etc.
- Becoming a Volunteer will enhance your experience with conference planning and communication skills.

Programs are responsible for their personnel travel expenses; lodging is not provided.

Should you have questions, please contact me at 871-6520 or by email: nbilly@navajo-nsn.gov.

Thank you.

cc: NNITSC