



U. S. SMALL BUSINESS ADMINISTRATION

San Antonio District Office
17319 San Pedro Bldg. 2 Suite 200
San Antonio, Texas 78232
(210) 403-5900 Fax (210) 403-5935

July 16, 2004

Attention: 8(a) Participant and HubZone Firm(s):

The U.S. Small Business Administration, San Antonio District Office, would like to take this opportunity to invite you to participate in the 8(a) Business Development 2004 Retreat Training which will be held on August 18, 2004 at the Radisson Hotel Market Square, 502 W. Durango, San Antonio, Texas.

Presenters for this training will include the Minority Business Development Center, SBA Procurement Center Representative, Department of Labor, SBA Loan Division, and the Internal Revenue Service.

The objective of this training session is to assist 8(a) participants and HUBZone Certified Small Business Concerns in understanding the more frequent requirements that contractors encounter in responding to the Government procurement process, Marketing and SBA financial assistance available to small business. We urge the attendance of those business owners who have been approved for the 8(a) program and the HUBZone Empowerment Contracting Program. **It is mandatory that firms in the Development Stage of the 8(a) Business Development Program (first four years in the program) attend.** Your participation will become part of your business plan.

Registration will be at 8:00 to 8:45 A.M. and the training will begin promptly at 8:45 A.M. It is recommended that all cell phones be turned off during the training session.

Registration for this workshop is \$32.00 per person. The deadline for reservations is August 13, 2004. Please make checks payable to "M.B.D.C.", Minority Business Development Center, and submit with a copy of the enclosed registration form to the attention of Fletcher Parks, M.B.D.C, 501 W. Durango Room 3.326, San Antonio, Texas 78207. After August 16, 2004, reservations are obligated and cannot be cancelled. For information regarding this training session or reservations, please contact Ms. Debra Dimando or Ms. Stephanie Glass at (210) 403-5924.

We look forward to seeing you there!

Celia Guzman
Acting Assistant District Director
8(a) Business Development

Enclosures: Tentative Agenda
RSVP Form

AGENDA
2004 8(a) CONTRACTORS' ANNUAL RETREAT TRAINING
RADISSON HOTEL
SAN ANTONIO, TEXAS

Wednesday, August 18, 2004

Registration 8:00 A.M. – 8:45 A.M.

SBA Moderator: 8:45 A.M.
Fernando Guerra
Business Opportunity Specialist/Contracting Officer

MBDC: 9:00 – 9:30 A.M.
Fletcher Parks
Director for Minority Business Development Center

Ann Montes: 9:30 A.M. – 9:45 A.M.
SBA Procurement Center Representative

BREAK : 9:45 A.M. – 10:00 A.M.

Department of Labor: 10:00 A.M. – 12:00
Peggy Wise, Investigator
& Cynthia Ramos, Investigator

LUNCH 12:00 Noon – 1:30 P.M.

SBA Financing: 1:45 P.M. – 2:15 P.M.
Ms. Pamela Sapia
Economic Development Specialist/Loan Officer

Department of Internal Revenue Service - 2:15 P.M. to 3:00 P.M.
Traci Vollmer
Senior Tax Specialist

Break: 3:00 P.M. – 3:10 P.M.

Department of Internal Revenue Service – 3:10 P.M. – 4:00 P.M.
Traci Vollmer
Senior Tax Specialist

Closing Comments by Moderator



**U S. Small Business Administration
San Antonio District Office
8(A) BUSINESS DEVELOPMENT
AND
HUBZONE FIRMS**

Date: August 18, 2004

Registration Time: 8:00 A.M. - 8:45 A.M.

**Location: Radisson Hotel
502 West Durango
San Antonio, Texas 78207**

RSVP:

Name/Title: _____

Address: _____

City/State/Zip: _____

Phone: _____ **Fax:** _____ **Email:** _____

Total Number of Reservations: _____

Please include this RSVP form and check made payable to: M.B.D.C. (Minority Business Development Center) and mail to:

**MBDC
Attention: Fletcher Parks
501 W. Durango Room 3.326
San Antonio, Texas 78207
(210) 458-2489**

***Important: For information purposes, please fax or e-mail a copy of the RSVP form ONLY to the attention of Debra Dimando at (210) 403-5935 or debra.dimando@sba.gov.**

**CANCELLATIONS: RESERVATIONS ARE OBLIGATED AND WILL NOT BE CANCELLED AFTER
August 16, 2004.
DEADLINE DATE: ALL RESERVATIONS MUST BE RECEIVED IN OUR OFFICE BY
August 13, 2004**

All SBA programs are nondiscriminatory and open to the public. Reasonable arrangements for persons with disabilities will be made, if requested at least two weeks in advance. Contact person is referenced above.