Solution

# In-Frame / Out-of-Frame

## In Frame

* Arrange meeting space
* Dining space for Monday dinner
* Setup tours – highlight Innovation Center and Customer Training Center
* Setup demonstrations – old and new products
* Negotiate hotel block of rooms
* Lunches every day

## Out of Frame

* Meeting agendas and presentations
* Hotel reservations
* Evening meals except on Monday
* Tours in clean room

## On the Frame

* Transportation