Required for this session: Your laptop or note book computer.  
This session is not designed for casual observers trying to take notes all day.

1. 8:00 am – Welcome and introduction of the day’s presenters - Sue Hays
2. 8:05 – 8:30 – Everyone gets logged into the internet and into their BIN account – Oca Hoeflein with ODI beta testers
   a. WiFi in the meeting room is included with your reservation for this training.
   b. 2-week online OP subscription is included with your reservation for this training if you don’t already have an online OP subscription. Your 2-week subscription will begin 1 week before the training. You will receive an email when your subscription access is activated.
   c. Everyone will receive access to the ODI 1 week ahead of the workshop, so you can start to work with it.
3. 8:30 – 8:45 – Overview of the AAFCO website and where to find the things you need – Richard Ten Eyck, Stan Cook
   a. How to find committee minutes and resources
   b. How to find pet food consumer and small business resources
   c. What ingredients and definitions can be found on the website?
4. 8:45 – 10:00 – Using the BIN for your work groups, teams, and projects– Richard Ten Eyck, Stan Cook, Oca Hoeflein
   a. How to log into the AAFCO feed BIN
   b. Understanding the Library structure
   c. Team and document security revealed
   d. Exporting and collaboration of documents
   e. Importing and creating documents in the BIN
   f. How to add a calendar event
   g. Using BIN email // People Search
   h. Other Features (Free tools you can use)
   i. Where to find help later
5. 10:00 – 10:15 – Break
6. 10:15 – 10:45 – Questions about using the BIN
7. 10:45 – 11:00 – A walk through the new features in the 2019 online OP – Oca Hoeflein
8. 11:00 – 12:00 – A demonstration of the features and navigation of ODI – Oca Hoeflein, Dave Phillips, Steve Stewart
9. 12:00 – 1:00 – Lunch on your own
10. 1:00 – 2:30 – ODI hands-on training – Oca Hoeflein, Dave Phillips, Steve Stewart, with the ODI beta testers
    a. Bring a label you have – PDF or hard copy or jpeg
    b. We will have a mock-up sample label we use for this part – a company’s actual label will not be used
    c. Mobile application will be included in this session
    d. Practice ingredient searches and set up your ODI system, including how to add ingredients not in the OP
       Chapter 6
    e. Entering label contents for ODI to analyze – build your customized list and start using it that day
11. 2:30 – 3:00 - Questions and comments