

TO: NATIONAL COMMITTEE MEMBERS

FR: Teresa Bidart

RE: SEPT 14-16, 2017 NATIONAL COMMITTEE MEETING, Cleveland, OH

DATE: August 10, 2017

HOTEL

DoubleTree by Hilton Cleveland Downtown - Lakeside

1111 Lakeside Avenue E., Cleveland, OH 44114

TRANSPORTATION

The hotel won't provide shuttle service from/to airport. Taxi one way is \$35. I will send the departure/arrival list prior to the meeting. Please, see if someone else is arriving/departing around the same time to share a ride.

TICKET PURCHASE:

21-day advance ticket purchase is August 21, 2017. Please, remember to book your flight ticket using Balboa Travel Agency. Online booking is \$9.50 concursolutions.com and agent assisted booking is \$25.00. Agent Assisted: U.S. Toll Free: (800) 359-8771 or Email: pcusa@balboa.com

SLEEP ACCOMMODATIONS

Room reservations at the **DoubleTree** hotel are for **Thursday, Friday, and Saturday nights**, unless you inform me otherwise as soon as possible.

MEETING SCHEDULE:

The National Committee meeting convenes at 4:30 p.m. on Thursday September 14. Dinner will follow at the hotel at 6:30.

Adjourns at 4:00 p.m. Saturday September 16

PRECIS: Due in the office September 5, 2017

CLEVELAND PERDIEM, FOOD AND MEETINGS: Breakfast: \$17.00 Lunch: \$18.00 Dinner: \$ 34.00 Meetings will be at the hotel. We will provide lunch on Friday and Saturday. Dinner will be provided on Thursday night. Friday and Saturday dinners are on your own. (There will be no reimbursement group's lunch and dinner provided by the hotel).

I NEED TO KNOW:

If you are bringing someone with you and if you are not going to stay three nights at the hotel. Additional information will follow.