



National WIC Association

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TRAVEL MEMORANDUM

DATE: July 14, 2017

TO: NWA Board of Directors

FROM: Diana Hoek
Chair, Board of Directors

Douglas Greenaway
President & CEO

SUBJECT: Fall Board of Directors Meeting – October, 2017

The **NATIONAL WIC ASSOCIATION** Board of Directors Fall Meeting will be held October 17 - 20, 2017 at The IVY Hotel in Chicago, IL.

The IVY Hotel
233 E. Ontario Street
Chicago, IL 60611
Res. #: 1- 312-335-5444

You may contact the hotel to make your room reservations effective today. All reservations must be confirmed **by Friday, September 22nd, 2017, which is the Cut-off date.** Please reference the **National WIC Association to get the negotiated room rate** which is the prevailing Federal Per Diem rate currently at \$209 per night, single occupancy, plus a nightly state occupancy tax currently set at 17.4% and is subject to [change without notice](#).

You may cancel or change your room reservations up to 12:00 noon the day prior to your arrival date without a penalty and a cancellation number provided. For cancellations received after 12:00 noon on the day before your arrival, your first night's room deposit will not be refunded. **Check-in time is at 3:00 PM and check-out time is at 12:00 Noon.**

Access to the Hotel is available from the O'Hare International Airport (ORD) by shuttle or taxi service. Distance is approximately 17 miles. Taxi service is approximately \$40 per way, per person and \$42 per way for two people. Airport Shuttle Bus is approximately \$25 one-way per traveler and \$47 roundtrip per traveler. **Please note that these rates are subject to change without notice.**

A tentative travel agenda is included to assist you with your travel approval. A final agenda will be provided once completed.

Please do not hesitate to contact Pierre Francois, Office Manager, at dfrancois@nwica.org or by phone on 202-232-5492 ext. 217 with any questions you may have.