National WIC Association

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TRAVEL MEMORANDUM

DATE: July 17, 2015

TO: NWA Board of Directors

FROM: Janet Jackson Charles   Douglas Greenaway
              Chair, Board of Directors   President & CEO

SUBJECT: Fall Board of Directors Meeting – October, 2015

The **NATIONAL WIC ASSOCIATION** Board of Directors Fall Meeting will be held October 13 - 16, 2015 at The IVY Hotel in Chicago, IL.

The IVY Hotel
233 E. Ontario
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 25, 2015.** Please reference the *National WIC Association Board of Directors Meeting to get the negotiated room rate* which is the prevailing Federal Per Diem rate currently at $199 per night, single occupancy, plus a 16.4 nightly room tax. **Please note that the Federal Per Diem Rate may change on October 1, 2015.** By making your room reservations prior October 1 guarantees the current Per Diem Rate.

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 4:00 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 single traveler and Airport Shuttle Bus service is approximately $25 per way single 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 at dfrancois@nwica.org or by phone on 202-232-5492 ext. 101 with any questions you may have.

WIC for a Healthier America