

National WIC Association

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TRAVEL MEMORANDUM

DATE: October 15, 2018

TO: NWA Board of Directors

FROM: Rita Arni Douglas Greenaway

Board Chair President & CEO

SUBJECT: Winter Board of Directors Meeting – January, 2019

The **NATIONAL WIC ASSOCIATION** Board of Directors Winter Meeting will be held January 29th – February 1, 2019 at the Ft. Lauderdale Marriott Pompano Hotel located in Fort Lauderdale, FL.

The Ft. Lauderdale Marriott Hotel

2100 North Ocean Blvd. Pompano Beach, FL 33062 Res. #: 1-855-954-4683

Main #: 1-954-782-0100

You may contact the hotel to make your room reservations effective today. All reservations must be confirmed **by December 28, 2018.** Please reference the **National WIC Association Board of Directors Meeting** to get the negotiated room rate which is the prevailing Federal Per Diem currently set at \$219 per night, single/double occupancy, plus a 12% state and local taxes.

You may cancel your room reservations three (3) working days prior to your arrival date without penalty and a cancellation number provided. If reservations are cancelled within 3 working days prior to your arrival, your first night's room deposit will not be refunded. Check-in time is after 4:00 p.m. and check-out time is at 11:00 a.m.

Access to the Hotel is available from the Ft. Lauderdale/Hollywood International Airport (FLL) by shuttle or taxi services. To visit FLL web-site, please click on the following link: http://www.broward.org/airport/Pages/Default.aspx

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

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