



National WIC Association

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TRAVEL MEMORANDUM

DATE: May 16, 2015
TO: NWA Board of Directors
FROM: Janet Jackson Charles Douglas Greenaway
Board Chair President & CEO

SUBJECT: Summer Board of Directors Meeting – July, 2014

The **NATIONAL WIC ASSOCIATION** Board of Directors Summer Meeting will be held July 21 thru. 24, 2015 at The Mayflower Park Hotel in Seattle, WA.

The Mayflower Park Hotel
405 Olive Way
Seattle, WA 98101
Res. #: 1-800-426-5100
Main #: 1-206-623-8700

You may contact the hotel to make your room reservations effective today. All reservations must be confirmed **by Tuesday, June 30, 2015**. Please reference ***National WIC Association Summer Board Meeting to get the negotiated room rate***, which is the prevailing Federal Per Diem rate currently set at \$190 per night, plus a nightly room tax of 15.6% single occupancy. Also, there is the Seattle Tourism Assessment fee currently set at \$2 per room night.

You may cancel your room reservations 48 hours prior to your arrival date without penalty and a cancellation number provided. If reservations are cancelled within 48 of your arrival date, 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 Seattle-Tacoma International Airport (SEA-TAC), by shuttle or taxi services. For information about SEA-TAC, cut and paste the following URL into your internet browser: <http://www.portseattle.org/sea-tac/Pages/default.aspx>.

A tentative travel agenda is also posted on the NWA Board of Directors On-line Community to assist you with your travel approval. A final agenda will be provided prior to the meeting.

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.