



National WIC Association

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TRAVEL MEMORANDUM

DATE: May 11, 2016
TO: NWA Board of Directors
FROM: Donna Bister Board Chair Douglas Greenaway President & CEO

SUBJECT: Summer Board of Directors Meeting – July, 2016

The **NATIONAL WIC ASSOCIATION** Board of Directors Summer Meeting will be held July 19 thru. 22, 2016 at the Hotel Whitcomb located in San Francisco, CA.

The Hotel Whitcomb

1231 Market Street
San Francisco, CA 694103
Main Tel #: 1-415-626-8000 (*Ask for the reservations desk*)

You may contact the hotel to make your room reservations effective today. All reservations must be confirmed **by Tuesday, June 21, 2016**. 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 \$205 per night, plus a nightly state and occupancy tax currently set at 15.6%.

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 11:00 AM.**

Access to the Hotel is available from the San Francisco International Airport (SFO) by shuttle or taxi services. For information about SFO, please use the following URL with your internet browser: <http://sfo.com>.

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.