



National WIC Association

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TRAVEL MEMORANDUM

DATE: July 14, 2019

TO: NWA Board of Directors

FROM: Beth Beachy Douglas Greenaway
 Chair, Board of Directors President & CEO

SUBJECT: Fall Board of Directors Meeting – October, 2019

The **NATIONAL WIC ASSOCIATION** Board of Directors Fall Meeting will be held on October 15 - 18, 2019 at The Ambassador in Chicago, IL. **Please note** that the Executive Committee will meet on Tuesday, October 15th from 1:00 – 3:00 PM and the Finance Committee from 3:00 - 5:00 PM. The Board sections will meet on Wednesday, October 16th from 9:00 – 12:00 noon and the full board from 1:30 – 6:00 PM. Please see the agenda for Thursday and Friday meeting times.

The Ambassador Chicago
1301 North State parkway
Chicago, IL 60610
Res. #: 1- 888-506-3471
Main #: 1-312-787-3700

You may contact the hotel to make your room reservations effective today. All reservations must be confirmed **by Monday, September 23rd, 2019**. Please reference the **2019 NYC/Chicago Fall Board of Directors Meeting to get the negotiated room rate** which is the prevailing Federal Per Diem rate currently at \$205 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, taxi, Uber and LYFT service with a distance of approximately 17 miles.

A tentative travel agenda is included to assist you with your travel approval. A final agenda will be provided once completed. Also, you are encouraged to log onto our web-site at www.nwica.org and register for this meeting. You may contact our office if you experience problems registering.

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