



National WIC Association

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TRAVEL MEMORANDUM

DATE: July 15, 2016

TO: NWA Board of Directors

FROM: Donna Bister
Chair, Board of Directors

Douglas Greenaway
President & CEO

SUBJECT: Autumn Board of Directors Meeting – October, 2016

The **NATIONAL WIC ASSOCIATION** Board of Directors Autumn Meeting will be held October 18 - 21, 2016 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 Monday, September 26, 2016**. 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 \$209 per night, single occupancy, plus a 16.4 nightly room tax.

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 or taxi service. Distance is approximately 17 miles. Taxi service: Approximately \$40 per way, one person, \$42 per way, two people, prices are approximate. Airport Shuttle Bus: Approximately \$25 one-way single traveler, \$47 roundtrip approximately. **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, Meetings & Events Coordinator, at dfrancois@nwica.org or by phone on 202-232-5492 ext. 217 with any questions you may have.