



**National WIC  
Association**

## **National WIC Association**

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### **TRAVEL MEMORANDUM**

**DATE:** April 13, 2018  
**TO:** NWA Board of Directors  
**FROM:** Rita Arni Board Chair Douglas Greenaway President & CEO  
**SUBJECT:** Summer Board of Directors Meeting, 2018

The **NATIONAL WIC ASSOCIATION** Board of Directors Summer Meeting will be held from July 31 thru. August 3, 2018 at The Westin Long Beach hotel located in Long Beach CA.

The Westin Long Beach Hotel  
333 East Ocean Boulevard  
Long Beach, CA 90802  
Res. #: 1- (562) 436-3000

You may contact the hotel to make your room reservations effective today. All reservations must be confirmed **by Friday, July 13, 2018 before 5:00 PM local time at the hotel on the cut-off date.** 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 set at \$173 per night, single occupancy, plus a 15.195% nightly room tax.

You may cancel your room reservations seventy two hours (**72 hours**) prior to your arrival date without penalty and a cancellation number provided. If reservations are cancelled within 72 hours of your arrival, your first night's room deposit will not be refunded. **Check-in time is at 4:00 PM and check-out time is at 11:00 Noon.**

Access to the Hotel is available from Long Beach Airport (LGB) by shuttle or taxi service. You may also call the hotel at the reservations number listed above to arrange for a hotel shuttle pick-up. Transportation distance is approximately 13 miles from the airport.

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 at [dfrancois@nwica.org](mailto:dfrancois@nwica.org) or by phone on 202-232-5492 ext. 217 with any questions you may have.