

**National WIC Association**

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# TRAVEL MEMORANDUM

**DATE:**  April 4, 2019

**TO:** NWA Board of Directors

**FROM:**  Beth Beachy Douglas Greenaway

Board Chair President & CEO

**SUBJECT:** Summer Board of Directors Meeting, 2019

The **NATIONAL WIC ASSOCIATION** Board of Directors Summer Meeting will be held from July 16th - 19th, 2019 at The Sir Francis Drake Hotel located in San Francisco CA.

The Sir Francis Drake Hotel

450 Powell Street.  
San Francisco, CA 94102  
Main Tel #: 1-415-392-7755 **(Ref. NWA 2019 Summer Board of Directors' Meeting when calling)**

You may contact the hotel to make your room reservations effective today. All reservations must be confirmed **by Monday, June 24th, 2019 before 5:00 PM local time at the hotel on the cut-off date.** Please reference the ***NWA 2019 Summer Board Meeting to get the negotiated room rate,*** which is the prevailing Federal Per Diem rate currently set at $270 per night, single/double occupancy, plus a 16.445% nightly room tax.

Should you wish to cancel your room reservations it must be done 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 the San Francisco International airport (SFO) by shuttle or taxi services. For information about SFO, click on the following URL to access their website [www.flysfo.com.](https://www.flysfo.com/)

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.