



National WIC
Association

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TRAVEL MEMORANDUM

DATE: January 25, 2019
TO: NWA Board of Directors
FROM: Rita Arni
Board Chair Douglas Greenaway
President & CEO
SUBJECT: Spring Board of Directors Meeting – April 6, 2019

The **NATIONAL WIC ASSOCIATION** Board of Directors Spring Meeting will be held, in conjunction with the Annual Conference, on April 6, 2019 at the **Baltimore Marriott Waterfront** in Baltimore, MD.

The Baltimore Marriott Waterfront

700 Aliceanna Street
Baltimore, MD 21202
Main/Res. #: 410-385-3000

You may contact the hotel to make your room reservations effective today. All reservations must be confirmed **by March 15, 2019**. Please reference the **National WIC Association Annual Convention** to get the negotiated room rate, which is the prevailing Federal Per Diem currently set at \$189 per night, single/double occupancy, plus a 15.5% state and local taxes.

You may cancel your room reservations three (3) working days prior to your arrival date without penalty and a cancellation number provided. If reservations are cancelled within 3 working days prior to your arrival, your first night's room deposit will not be refunded. **Check-in time is after 4:00 p.m. and check-out time is at 11:00 a.m.**

Access to the Hotel is available from the Baltimore Washington International Airport (BWI) by shuttle or taxi services. To visit BWI web-site, please click on the following link: <https://www.bwiairport.com/>

A tentative travel agenda is included to assist you with your travel approval. A final agenda will be provided prior to the meeting once completed.

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