



National WIC Association

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TRAVEL MEMORANDUM

DATE: March 27, 2014
TO: NWA Board of Directors
FROM: Jacqueline Marlette-Boras Board Chair
Douglas Greenaway
President & CEO

SUBJECT: Summer Board of Directors Meeting – July 15 thru. 18, 2014

The **NATIONAL WIC ASSOCIATION** Board of Directors Summer Meeting will be held July 15 - 18, 2014, at The Sheraton Denver Hotel located in downtown Denver, CO.

HOSTING HOTEL

[The Sheraton Denver Hotel](#)

1550 Court Place
Denver, CO 80202
Tel: 1-888-627-8405

You may contact the hotel to make your room reservations effective April 1st, 2014. All room reservations must be confirmed **by Tuesday, June 24, 2014**. Please reference the ***NWA 2014 Summer Board Meeting to get the negotiated room rate*** which is currently set at \$159 per night, single/double occupancy, plus a nightly room tax of 14.75%.

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 at 3:00 PM and check-out time is at 12:00 Noon.**

The Denver International Airport is serviced by several major airlines within the US. Shuttle and taxi services are available from the airport to the hotel.

A tentative travel agenda will be included in your board packet 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. 101 with any questions you may have.