



National WIC Association

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TRAVEL MEMORANDUM

DATE: March 16, 2017
TO: NWA Board of Directors
FROM: Diana Hoek Board Chair Douglas Greenaway President & CEO

SUBJECT: Summer Board of Directors Meeting – July 25 thru. 28, 2017

The **NATIONAL WIC ASSOCIATION** Board of Directors Summer BOD Meeting is scheduled to be held on July 25 thru. 28, 2017 at the Parc 55 Hotel located in San Francisco, CA.

Parc 55 San Francisco Hotel
55 Cyril Magnin Street
San Francisco, CA 94102
Main & Res. #: 415-392-8000

You may contact the hotel to make your room reservations effective today. All reservations must be confirmed **by Monday, July 3, 2017**. Please reference group name **National WIC Association to get the negotiated room rate** set at \$269.00 per night, single occupancy, plus a 10% nightly room tax subject to change without notice.

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 11:00 AM.**

Access to the Hotel is available from the San Francisco International Airport (SFO) by shuttle or taxi services.

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

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