National WIC Association

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TRAVEL MEMORANDUM

DATE: October 9, 2015
TO: NWA Board of Directors
FROM: Janet Jackson Charles, *Chair, Board of Directors*; Douglas Greenaway, *President & CEO*
SUBJECT: Winter Board of Directors Meeting – January, 2016

The **NATIONAL WIC ASSOCIATION** Board of Directors Winter Meeting will be held January 26 – 29, 2016 at The Historic Strater Hotel in Durango, CO.

The Historic Strater Hotel
699 Main Avenue
Durango, CO 81301
Res. #: 1- (800) 247-4431

You may contact the hotel to make your room reservations effective today. All **reservations** must be **confirmed before the cut-off date of Wednesday, January 6, 2016** before 5:00 PM local time at the hotel. Reservation requests received after 5:00 PM local time at the hotel on or after the cut-off date will be accepted at the hotel's prevailing rates, based on availability.

When calling the hotel, please reference ***NWA 2016 Winter Board Meeting to get the negotiated room rate*** which is the prevailing Federal Per Diem rate currently set at $100 per night, single occupancy, plus a 9.9% nightly room tax rate, subject to change without notice. Also, the hotel will charge an additional $10 fee for a third person sharing a room.

You may cancel or change your room reservations 24 hours prior to your arrival date without a penalty and a cancellation number provided by calling the hotel directly on 800-247-4431. For cancellations received within the 24 hour time frame of your arrival date, your first night's room deposit will not be refunded. **Check-in time is after 4:00 PM and check-out time is before 11:00 AM.**

Access to the Hotel is available from the Durango La Plata County (DRO) Airport by shuttle or taxi service. Distance is approximately 15 miles. Click on or use the following URL in your web browser the learn about Durango Govt. and its airport: http://www.durangogov.org/index.aspx?nid=202

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, Office Manager/Events Logistics Coordinator, at dfrancois@nwica.org or by phone on 202-232-5492 ext. 101 with any questions you may have.