



# National WIC Association

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## TRAVEL MEMORANDUM

**DATE:** October 14, 2016  
**TO:** NWA Board of Directors  
**FROM:** Donna Bister Board Chair Douglas Greenaway President & CEO

**SUBJECT:** Winter Board of Directors Meeting – January, 2017

The **NATIONAL WIC ASSOCIATION** Board of Directors Winter Meeting will be held from January 24 – 27, 2017 at The River Street Inn located in Savannah, GA.

The River Street Inn  
124 E. Bay Street  
Savannah GA 31401  
Res. #: 1-800-253-4229  
Main #: 1-912-234-6400

You may contact the hotel to make your room reservations effective today. All reservations must be confirmed **by Tuesday, January 3, 2017**. Please reference group name **National WIC Association to get the negotiated room rate** which will be the prevailing Federal Per Diem rate currently set at \$139 per night, single occupancy, plus a 13% nightly room tax plus a \$1 city per night city occupancy fee and a \$5 state transportation fee all 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 4:00 PM and check-out time is at 12:00 Noon.**

Access to the Hotel is available from the Savannah Hilton Head International Airport by shuttle or taxi services.

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.