



# National WIC Association

2001 S Street Suite 580 Washington D.C. 20009-1165

Phone 202-232-5492 Fax 202-387-5281

www.nwica.org

## TRAVEL MEMORANDUM

**DATE:** November 30<sup>th</sup>, 2017  
**TO:** NWA Board of Directors  
**FROM:** Diana Hoek  
Board Chair  
Douglas Greenaway  
President & CEO  
**SUBJECT:** Winter Board of Directors Meeting – February 27 thru. March 2, 2018

The **NATIONAL WIC ASSOCIATION** Board of Directors Winter BOD Meeting will be held from February 27 thru. March 2, 2018 at the Westin Georgetown Hotel located in Washington, DC. **Please note that the Executive and Finance Committees will meet on February 27 and the full board on February 28 thru. March 2.**

### The Westin Georgetown Hotel

2350 M Street, NW  
Washington, DC 20037  
Res. #: 1-800-228-3000  
Main #: 1- 202-429-0100

You may contact the hotel to make your room reservations effective today. All reservations must be confirmed **by Monday, January 29, 2018 (The Cut-off Date) before 5:00 PM EST.** Please reference group name **National WIC Association to get the negotiated room rate, which is the current 2018 Fed Per Diem** set at \$201 for February and \$253 for March per night, single/double occupancy, plus an applicable room tax rate of 14.8%.

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.**

The Westin Georgetown Hotel is located approximately 5.45 miles from the Ronald Reagan Washington National Airport, an approximate 10 minute ride, by taxi or shuttle. Also, Metro is accessible from the airport. Take the **BLUE LINE** heading towards Largo Town Center. Your stop will be the sixth stop at the Foggy Bottom/GWU Metro Station.

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.