



NATIONAL MAINTENANCE AGREEMENTS POLICY COMMITTEE, INC.

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Impartial Secretary/CEO*

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Memo

TO: Owner Advisory Committee Members
FROM: Kevin J. Hilton *KJH*
DATE: March 23, 2007
RE: **OWNER ADVISORY COMMITTEE MEETING – MAY 23, 2007**

The next meeting of the Owner Advisory Committee is scheduled for **Wednesday, May 23, 2007 from 1:00 P.M. to 5:00 P.M.** This meeting will be held at the **Embassy Suites Hotel**, 900 10th Street, NW, Washington, DC 20001 (202-739-2001). Lunch will be served from 12:00 noon to 1:00 PM for all Committee representatives.

On **Wednesday, May 23, 2007**, a dinner will be held at **Ruth's Chris Steak House**, 724 9th Street, NW, Washington, DC 20001 (202-393-4488). Cocktails at 6:30 PM with dinner served at 7:15 PM.

Be further advised that the NMAPC administrative office has reserved a block of rooms at the Embassy Suites Hotel for those Committee members who require hotel accommodations. **To reserve a sleeping room please contact the hotel directly at 202-739-2001.** The room rate is \$289.00 per night plus tax for single or double occupancy. **The group code to receive this special rate is "NAM". Reservation can be made** online by visiting the Embassy Suites website at www.washingtonconventioncenter.embassysuites.com. The **cut-off date for all sleeping room request is Friday, May 4, 2007.**

To register for these upcoming meetings and events go to the NMAPC website at www.nmapc.org and select **Meetings and Conferences**, next enter your **User Name and Password**, then select **Owner Advisory Committee Meeting**, then click **Register Now**. If you have any questions regarding online registration, please contact Ms. Gwen Jackson in our office.

An **ELECTRONIC COPY** of the Owner Advisory Committee **MEETING PACKET** will be available for download to all committee representatives before the 2007 May meeting. **This will be the only meeting packet you will receive, unless you notify our office and request a printed copy, please bring it to the meeting for easy reference.**

KJH/gj

Building a Partnership of Safety, Productivity, Quality, and Strength