



NATIONAL MAINTENANCE AGREEMENTS POLICY COMMITTEE, INC.

Stephen R. Lindauer
Impartial Secretary/CEO

1501 LEE HIGHWAY, SUITE 202 • ARLINGTON, VIRGINIA 22209-1109
TELEPHONE: (703) 841-9707 • FAX: (703) 524-3364 • www.nmapc.org

Memorandum

To: NMAPC Owner Advisory Committee Members
From: Kevin J. Hilton *KJH*
Date: September 8, 2008
Re: **NMAPC Owner Advisory Committee Meeting – October 29, 2008**
Washington Court Hotel, Washington, DC

The next meeting of the NMAPC Owner Advisory Committee will be held on Wednesday, October 29, 2008 from 1:00 PM to 4:00 PM. This meeting will be held at the **Washington Court Hotel**, 525 New Jersey Avenue, NW, Washington, DC 20001. The hotel telephone number is (202) 628-2100 and the meeting schedule is as follows:

Wednesday, October 29, 2008

Lunch for all Committee members from 12:00 PM – 1:00 PM
NMAPC Owner Advisory Committee will meet from 1:00 PM – 4:00 PM

Wednesday, October 29, 2008

NMAPC Zero Injury Safety Awards Dinner (ZISA) will be held at the National Building Museum as follows:
Cocktail Reception from 6:00 PM to 7:30 PM
Evening Dinner from 7:30 PM to 10:00 PM

To complete online registration visit the NMAPC website at www.nmapc.org and select *Meetings and Conferences*, next enter your *Username* and *Password*, then select *NMAPC Owner Advisory Committee Meeting*, then click-on *Register Now*. If you have any questions regarding online registration, or if you need your *username* and *password*, please contact Ms. Gwen Jackson at (703) 841-9707 extension 111.

The NMAPC has reserved a block of rooms at the Washington Court Hotel at a rate of \$229.00 per night, plus tax. **Hotel accommodations have been made for all Owner Advisory Committee members; please complete online registration to select your arrival and departure dates. Please contact Ms. Gwen Jackson at (703) 841-9707 extension 111 if you will not attend the meeting and to cancel your sleeping room. Reservations must be cancelled five (5) days prior to day of arrival to avoid a one night's room and tax charge. The cut-off date for all hotel reservations is Monday, September 29, 2008.**

An **ELECTRONIC COPY** of the NMAPC Owner Advisory Committee **MEETING PACKET** will be emailed to all committee representatives before the 2008 October 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.**

Should you have any questions or require additional information, please contact **me at (703) 841-9707 extension 119.**

KJH/gj