



NATIONAL MAINTENANCE AGREEMENTS POLICY COMMITTEE, INC.

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Impartial Secretary/CEO

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Memorandum

To: NMAPC Owner Advisory Committee Members
From: Kevin J. Hilton *KJH*
Date: August 21, 2009
Re: **NMAPC Owner Advisory Committee Meeting – October 29, 2009**
St. Regis Hotel, Washington, DC

The next meeting of the NMAPC Owner Advisory Committee will be held on **Thursday afternoon, October 29, 2009 from 1:00 PM to 4:00 PM**. This meeting will be held at the **St. Regis Hotel**, 923 16th Street, NW, Washington, DC 20006. The hotel telephone number is (202) 638-2626. The meeting schedule is as follows:

Thursday, October 29, 2009

NMAPC Committee Lunch	12:00 PM – 1:00 PM	Azalea Room
NMAPC Owner Advisory Committee Meeting	1:00 PM – 4:00 PM	Carlton Ballroom

NMAPC Zero Injury Safety Awards Gala	National Air & Space Museum
Cocktail Reception	6:30 PM to 7:15 PM
Evening Dinner	7:30 PM to 9:30 PM

To register online visit the NMAPC website at www.nmapc.org and complete the following Steps:

- Step 1: Select *Meetings and Conferences*
- Step 2: Enter your *Username* and *Password*
- Step 3: Select *NMAPC Owner Advisory Committee Meeting*
- Step 4: Click-on *Register Now*

To register for the Zero Injury Safety Awards Gala follow Steps 1, 2 and 4; for Step 3 select *Zero Injury Safety Awards Gala*. 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 cut-off date for online registration is Monday, October 15, 2009.**

The NMAPC have reserved a block of rooms at the **St. Regis Hotel** for arrival on 10/28/09 and departure on 10/30/09 at a special rate of \$249.00 per night, plus tax for single or double occupancy. **The NMAPC will reserve your sleeping room, please indicate your arrival and departure dates when registering for the meeting. Let us know if you will not attend the meeting so that we may cancel your sleeping room.** If you plan to arrive before October 28, 2009 sleeping rooms are limited and rates may be higher. Hotel reservations must be cancelled 72 hours prior to day of arrival to avoid a one night's room and tax charge.

An **ELECTRONIC COPY** of the NMAPC Owner Advisory Committee **MEETING PACKET** will be emailed to all committee representatives before the 2009 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 **the NMAPC Administrative Office at (703) 841-9707.**

KJH/gj