

Memorandum

To: NMAPC Owner Advisory Committee Members
From: Daniel M. Hogan DMH
Date: August 31, 2010
Re: **NMAPC Owner Advisory Committee Meeting – October 28, 2010**
Washington Court Hotel - Washington, DC

The next meeting of the NMAPC Owner Advisory Committee is scheduled for Thursday afternoon, October 28, 2010. 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. The Committee will meet as follows:

Thursday, October 28, 2010

NMAPC Committee Lunch	12:00 PM – 1:00 PM	Grand Ballroom
NMAPC Owner Advisory Committee Meeting	1:00 PM – 4:00 PM	Grand Ballroom

NMAPC Zero Injury Safety Awards Gala

Cocktail Reception
Evening Dinner

National Building Museum

6:30 PM to 7:15 PM
7:30 PM to 9:30 PM

Transportation will be provided to and from the Washington Court Hotel to the National Building Museum.

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

- Step 1: Select *Events & Meetings*
- Step 2: Click On *Meetings and Conferences*
- Step 3: Select *NMAPC Owner Advisory Committee Meeting*
- Step 4: Click On *RSVP*
- Step 5: Enter your *Username and Password*
- Step 6: Select Option *Yes* (will attend), *No* (will not attend), *Maybe* (not sure at this time)
- Step 7: Click On *Respond*
- Step 8: If you selected "*Yes*" complete the *Meeting Registration* page

To register for the *Zero Injury Safety Awards Gala* visit the NMAPC website and follow Steps 1-8 above; for Step 3 select *Zero Injury Safety Awards Gala*. If you have any questions regarding online registration, please contact Ms. Gwen Jackson at (703) 841-9707 extension 111. **The cut-off date for online registration is Wednesday, October 13, 2010.**

The NMAPC have reserved a block of rooms at the **Washington Court Hotel** for arrival on 10/28/10 and departure on 10/29/10 at a special rate of \$209.00 per night, plus tax for single or double occupancy; for earlier arrivals rates may be higher. **The NMAPC WILL RESERVE YOUR SLEEPING ROOM, please indicate your arrival and departure dates when registering for the meeting. Rooms are limited.** 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 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.

DMH/gj