

Memorandum

To: NMAPC Board of Directors

Date: April 29, 2011

From: Stephen R. Lindauer, Impartial Secretary/CEO *SRL*

RE: NMAPC Board of Directors Meeting – June 17, 2011

The next meeting of the **NMAPC Board of Directors** will be held in conjunction with the Second Quarter NMAPC Labor-Management Committee meetings scheduled for June 16-17, 2011 at **The Gaylord National**, 201 Waterfront Street, National Harbor, MD 20745. The **Board** will meet on **Friday, June 17, 2011 at 7:00 AM**.

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

- Step 1 Click on **Events & Meetings**
- Step 2 Click on **Meetings and Conferences**
- Step 3 Click on **NMAPC Board of Directors Meeting**
- Step 4 Click on **Register Now**
- Step 5 Enter your **Username** and **Password**
- Step 6 Click on **Register Me**
- Step 7 Complete the **Registration Page**
- Step 8 Next Click **Save & Continue**
- Step 9 Next Click **Submit Registration**
- Step 10 To Make Changes to Your Registration Click **Edit Registration**

The NMAPC administrative office has reserved a block of rooms at The Gaylord National. To reserve a sleeping room, please contact the hotel directly at (301) 965-4000 and reference the NMAPC room block. The room rate is \$185.00 per night, plus tax for single or double occupancy, plus a \$15.00 per day resort fee. **The cut-off date for all sleeping room reservations is Monday, May 23, 2011.**

If you have any questions relative to the meeting agenda, please contact me at 703-841-9707 extension 117. For questions regarding online registration please contact Ms. Gwen Jackson at 703-841-9707 extension 111.

SRL/gj