

# Memorandum

To: NMAPC Labor-Management Committee Members  
From: Mike Dorsey, Assistant Director of Industrial Relations *MD*  
Date: July 26, 2011  
Re: **Fourth Quarter NMAPC Labor-Management Committee Meeting – October 26, 2011**  
Mayflower Renaissance Hotel - Washington, DC

This will serve to notify all Committee members of the fourth quarterly meeting of 2011 for the **National Maintenance Agreements Labor-Management Policy Committee, Inc.** This meeting will be held at the **Mayflower Renaissance Hotel**, 1127 Connecticut Avenue, NW, Washington, DC 20036. The Committee will meet as follows:

**Tuesday, October 25, 2011**

NMAPC Committee Dinner 6:00 PM to 9:00 PM

**Wednesday, October 26, 2011**

NMAPC Committee Breakfast 7:00 AM – 8:00 AM  
NMAPC Labor-Management Committee 8:00 AM – 12:00 PM  
NMAPC Committee Lunch 12:00 PM – 1:00 PM  
NMAPC Labor-Management/Owner Advisory Committee 1:00 PM – 4:00 PM

**NMAPC Zero Injury Safety Awards Gala**

Cocktail Reception 6:30 PM to 7:15 PM  
Evening Dinner 7:30 PM to 9:30 PM

**National Building Museum**

**Transportation** will be provided to and from the Mayflower Renaissance Hotel to the National Building Museum. The Mayflower Renaissance Hotel is located approximately 1.7 miles from the National Building Museum.

**REGISTRATION** – To register for the meeting, please visit the NMAPC website at [www.nmapc.org](http://www.nmapc.org) and complete the following *Steps*. All questions regarding online registration contact Ms. Gwen Jackson at (703) 841-9707 extension 111.

- Step 1 Click on **Events & Meetings**
- Step 2 Click on **Meetings and Conferences**
- Step 3 Click on **Fourth Quarter 2011 NMAPC Labor-Management Committee 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**

**ZISA GALA REGISTRATION** – To register for the Zero Injury Safety Awards Gala please follow the above *Steps*; for *Step 3* select *Zero Injury Safety Awards Gala*. Friday, October 7, 2011 is the cut-off date for online registration.

**HOTEL ACCOMMODATIONS** – The NMAPC have reserved a block of rooms at the **Mayflower Renaissance Hotel** for arrival on 10/25/11 and departure on 10/27/11 at a special rate of \$279.00 per night, plus tax for single/double occupancy; for earlier arrivals rates may be higher. **The NMAPC WILL RESERVE ALL SLEEPING ROOMS** 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. The hotel telephone number is (202) 347-3000.

An **ELECTRONIC COPY** of the NMAPC Labor-Management Committee **MEETING PACKET** will be emailed to all committee representatives before the meeting, please bring it to the meeting for easy reference.

Should you have any questions relative to the agenda, please contact me at (703) 841-9707 extension 122.

MD/gj