

Memorandum

To: NMAPC Owner Advisory Committee Members
Date: February 27, 2012
From: Mike Dorsey, Director of Industrial Relations *MD*
RE: NMAPC Owner Advisory Committee Meeting – April 19, 2012

This will serve to notify all Committee members of the **April 19, 2012 meeting of the NMAPC Owner Advisory Committee**. The meeting will be held at **The Ritz Carlton Pentagon City Hotel**, 1250 South Hayes Street, Arlington, VA 22202 and the schedule is as follows:

Thursday, April 19, 2012

12:00 PM – 1:00 PM	Lunch	Location: Plaza Ballroom B&C
1:00 PM – 5:00 PM	NMAPC Owner Advisory Committee Meeting	Location: Salons I & II
6:30 PM – 9:00 PM	NMAPC Dinner	Location: Columbia Firehouse

Online registration has changed, to register go to 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 Owner Advisory 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**

Be further advised that the NMAPC administrative office has reserved a block of rooms at The Ritz Carlton Pentagon City Hotel at a special rate of \$249.00 per night, plus tax for single or double occupancy. To reserve a sleeping room, please contact the hotel directly at (703) 415-5000 or toll free at (800) 241-3333 and reference the NMAPC room block. **The cut-off date for all sleeping room reservations is Monday, March 19, 2012.**

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

If you have any questions relative to the meeting agenda, please contact me at 703-841-9707 extension 122. For questions regarding online registration please contact Ms. Gwen Jackson at 703-841-9707 extension 111.

MD/gj