

Memorandum (2 pages)

To: TCU Presidents & Executive Assistants
From: Nichole Mitchell, AIHEC Central Office (x113)
Date: August 9, 2010
Re: AIHEC 2010 Fall Board of Directors Meeting

In preparation for AIHEC 2010 Fall Board of Directors meeting, please carefully review this memorandum, which will alert you to the dates and location of the meeting. Additional information, such as meeting agendas and RSVP forms, will be distributed in advance of the meeting.

Please note that the AIHEC 2010 Fall Board of Directors Meeting is being held on **October 5-7, 2010 in San Diego, CA**, in conjunction with the National Indian Education Association (NIEA) Conference. The dates for the NIEA conference are October 7-10, 2010 at the San Diego Town and Country Resort & Convention Center. For more information, please visit: <http://www.niea.org/events/overview.php>

WHEN & WHERE:

AIHEC 2010 Fall Board of Directors Meeting
October 5-7, 2010 (Travel Days: October 4 and October 8)

San Diego Town and Country Resort & Convention Center
500 Hotel Circle North
San Diego, California 92108
Phone: 800-77-ATLAS
Web: www.towncountry.com

HOTEL RESERVATION:

PLEASE RESERVE YOUR HOTEL ROOM(S) AS SOON AS POSSIBLE. To reserve a room at the host hotel, please call: 800-77-ATLAS Ask for the **NIEA Conference Room Block**, and provide your arrival and departure dates. All reservations must be guaranteed by a major credit card or a one-night deposit. To receive the group rate of \$147/night, **reservations must be made by September 3, 2010.** NOTE: Room rates are subject to applicable CA taxes (currently 12.5%).

HOTEL LOCATION & TRANSPORTATION:

The hotel is located in San Diego, about 15-20 minutes from the **San Diego International Airport**. The taxi charge one way is approximately \$20-25. You can also take the Super Shuttle for \$11, one way.

REGISTRATION FORM:

Please complete the attached registration form (or use our on-line form) – including a list of all attendees from your institution and their title or role (e.g. president, student, board member) -- and fax or email the form to the AIHEC central office no later than **September 3, 2010**. Online registration will be available in the next few weeks. *Please note that you will need to submit an AIHEC registration form (either online or by fax/email), in addition to making a hotel reservation, so that we will have an accurate count for AIHEC*

food & beverage and meeting space. Because we are using the NIEA block, we will not have access to a separate AIHEC list, so it is very important that all attendees from your institution register!

If you are planning to attend the NIEA meeting, you will need to register on the NIEA website (see above). Registering for AIHEC's board meeting does not register you for the NIEA meeting.

[WEATHER:](#) For up to the minute weather information on the San Diego, go to:
<http://www.weather.com/weather/local/92108>.

MEETING SCHEDULE:

Monday, October 4:	Travel Day
Tuesday, October 5:	Welcome & Information Sessions
Wednesday, October 6:	Committee/Working Group Meetings
Thursday, October 7:	AIHEC Board meeting
Friday, October 8:	Travel Day

Should you have questions, please call me at 703.838.0400 x113. I look forward to seeing you in sunny San Diego!