

Memorandum (2 pages)

To: TCU Presidents
From: Nichole Mitchell, AIHEC Central Office (x113)
Date: January 15, 2010
Re: AIHEC 2010 Spring Board of Directors Meeting

In preparation for AIHEC 2010 Spring 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.

WHERE AND WHEN:

AIHEC 2010 Spring Board of Directors Meeting
March 18-20, 2010 (Travel Days: March 17 and March 21)

Wild Horse Pass Hotel & Casino
5040 Wild Horse Pass Boulevard
Chandler, AZ 85226
Phone: 800.946.4452 | Web: <http://www.wingilariver.com>

HOTEL RESERVATION:

PLEASE RESERVE YOUR HOTEL ROOM(S) AS SOON AS POSSIBLE. To reserve a room at the host hotel, please call: 800.946.4452. **Ask for the AIHEC 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 \$109/night, **reservations must be made by February 15, 2010.** NOTE: Room rates are subject to applicable AZ taxes (currently 12%).

HOTEL LOCATION & TRANSPORTATION:

The hotel is located in Chandler, Arizona, about 15-20 minutes from the **Phoenix Sky Harbor International Airport**. The taxi charge one way is approximately \$35. You can also take the Super Shuttle for \$21, 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 **February 15, 2010**. Online registration will be available in the next few weeks.

WEATHER: For up to the minute weather information on the Chandler-Phoenix area, go to: <http://www.weather.com/weather/local/85226>.

MEETING SCHEDULE:

Wednesday, March 17: Travel Day
Thursday, March 18: Committee/Working Group Meetings
Friday, March 19: Information Sessions
Saturday, March 20: AIHEC Board meeting
Sunday, March 21: Travel Day

The dates for the 2010 Student Conference are Saturday, March 20 – Tuesday, March 23. The conference will be held at the **Wild Horse Pass Hotel & Casino**.

For more information about the Student Conference, please visit:

<http://www.aihec.org/about/eventsNews.cfm>

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