

## Memorandum (2 pages)

**To: TCU Presidents**  
**From: Nichole Mitchell, AIHEC Central Office (x113)**  
**Date: December 9, 2009**  
**Re: 2010 AIHEC Winter Meeting – Washington, DC**

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We hope you are planning to join us for **AIHEC's 2010 Winter Meeting and Capitol Hill Visits on February 8-11, 2010**. Our meeting will begin at 8:00 a.m. on February 8. *Travel days are February 7 and February 12, 2010.* As in past years, the primary purpose of the Winter meeting is to conduct meetings with your individual Congressional delegations, which AIHEC will schedule. However, this year, we are organizing a series of meetings with key officials and staff from the White House, federal departments, and federal agencies on Monday, Feb. 8 and Thursday, Feb. 11. Also, a meeting of the USDA-AIHEC Leadership Group is scheduled for Friday, Feb. 12 and we also hope to conduct a meeting of a new (as yet to be established) Interior-AIHEC Leadership Group on Friday also.

AIHEC will host a briefing session on Monday morning, February 8, 2010 and debriefing on Thursday morning, February 11 at the Holiday Inn – Capitol for *all* TCU representatives participating in the Hill visits. Your Hill visits will be scheduled throughout the day on Tuesday, February 9 and Wednesday, February 10, **as Members' schedules allow**. Please understand that often, Members' schedules are not finalized until just prior to the meeting dates. AIHEC will make every effort to confirm meetings as far in advance as possible; however, we have no control over the Congressional scheduling process.

### WHERE AND WHEN:

2010 AIHEC Winter Meeting  
February 8–11, 2010 (Travel: February 7 and February 12 or 13)

Holiday Inn – Capitol  
550 C Street, SW  
Washington, DC 20024  
Phone: 202.479.4000 | Web: <http://www.hicapitoldc.com>

### HOTEL RESERVATION:

#### PLEASE RESERVE YOUR HOTEL ROOM(S) AS SOON AS POSSIBLE.

To reserve a hotel room at the host hotel, please call: 800.972.3159. **Ask for the A9C 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 \$245/night, **reservations must be made by January 7, 2010**. NOTE: Room rates are subject to applicable DC taxes (currently 14.5%).

### HOTEL LOCATION & TRANSPORTATION:

The hotel is located in Southwest Washington, DC approximately 4 miles from Washington-Reagan National Airport (DCA). The taxi charge one way is approximately \$20 and takes 10 minutes. You can also take the Metrorail (subway) from DCA to the L'Enfant Plaza station, which is conveniently located one block from the hotel. The Metro fare is \$1.35 (\$1.75 during rush hour) one way.

**REGISTRATION FORM:**

Please complete the attached registration 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 January 7, 2010.

**WASHINGTON, DC WEATHER:** For up to the minute weather information on Washington, DC area, go to:  
<http://www.weather.com/weather/local/20024>.

**SCHEDULE OF EVENTS:** For your information, a schedule of events is attached. Should you have questions, please call me at 703.838.0400 x113.