

January 8, 2015

To: One Voice Participants

From: Marla Day, Executive Assistant

Subject: Intent to Travel – Fresno “One Voice” Trip – April 11-16, 2015

We are in the process of planning our One Voice Trip to Washington, DC scheduled for April 11-16, 2015. If you have budgeted to participate in this trip, please let us know. We are currently holding 18 hotel rooms at the Mayflower Renaissance Hotel at 1127 Connecticut Avenue, NW, Washington, DC – 202-347-3000 (with 5 spots committed to COG staff and Chair) at the price of \$224.00 per night.

The cost for hotel accommodations and airline tickets for the 2013 One Voice Trip was approximately \$1,950. We are using that figure as a rough estimate for the 2015 trip (hotel & flight; this does not include the price of meals).

Cost:

This year a \$150 registration fee is required for each participant attending the 2015 One Voice trip. The registration fee must be paid by February 27, 2015. This fee includes your materials, metro pass, and the closing dinner on Wednesday evening. You will be billed for any remaining charges over \$150 that Fresno COG may incur on your behalf. Fresno COG is not responsible for your hotel charges, alcohol purchases or other room incidentals. Any additional payments owed to Fresno COG must be remitted no later than May 15, 2015. Registration fees apply to each One Voice participant only. Spouses and/or guests of One Voice participants must pay for themselves prior to or at planned events. Spouses and/or guests must also complete and sign a commitment form.

Based on feedback received from prior One Voice surveys, you will be responsible for obtaining breakfast on your own. Morning briefings will be held in either the hotel restaurant; a hotel conference room, or at another location. Everyone must attend the morning briefings and must be ready to leave the hotel at the designated time allowing time to travel to the meeting location.

PLEASE NOTE:

Planned dinners requiring prior reservations:

If you register to participate in a planned dinner where prior reservations are required and you cancel after the cutoff deadline date for the reservation, you will be charged for the dinner.

Accommodations:

All participants will be responsible for making their own hotel reservations. Please call the Mayflower Renaissance Hotel to make your reservation and ask for the "One Voice Trip REV APR2015" room block or online at Reservations Toll Free: 877-212-5752 Reservations Local Phone: 1-202-347-3000 or https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=13167817

The code is already included so all you have to do is insert the arrival and departure date to start the reservation process. Reservations will be accepted until March 13, 2015. This is going to be a very busy time of year in Washington. Fresno COG may not be able to secure additional rooms at the hotel over the contracted number.

PLEASE NOTE: Fresno COG has guaranteed occupancy of 72 room nights in our contract for this block of rooms, if you cancel your hotel reservations booked under the "One Voice Trip" room block those charges for the unused nights will be charged back to Fresno COG. You will be responsible for those charges if the rooms are not rebooked.

Transportation:

Everyone is responsible for booking their own transportation to and from Washington, DC.

You will be issued a metro pass for use while on the trip. If you lose or misplace your metro pass Fresno COG will replace it, but you will be billed for the additional pass.

To reserve a spot on the trip, please email a completed and signed copy of this form to Marla Day at mday@fresnocog.org or fax to 559-233-9645. Payment should be mailed to Marla's attention along with your signed registration form and disclaimer.

Name: _____ Title: _____

Organization: _____ Address: _____

City: _____ State/Zip: _____

Phone: _____ Email: _____

Cell Phone: _____

More Information

_____ Yes, I am committed to participate and will pay for the cost of the trip.

Signature

Participant Disclaimer

The purpose of the Fresno Council of Governments' Washington D.C. "One Voice" advocacy effort is to seek federal support or funding for projects of broad community-wide benefit and regional significance within Fresno County. In order to accomplish this goal, a delegation of elected officials, public administrators and regional stakeholders from the public and private sectors join together to visit Washington D.C. and Sacramento on an annual basis. On the trip, the delegation meets with Congressional, legislative, and departmental representatives to advocate for the regionally significant issues that have been agreed upon during the COG selection process.

No delegate or agency will advocate separately on issues, other than those agreed upon by the Fresno Council Policy Board, during the same time period as the "One Voice" advocacy effort in Washington D.C. using the "One Voice" name, or at any other time, while using the "One Voice" name. This does not, however, preclude you from extending your stay in Washington D.C., or from bringing additional staff or representatives from your company or agency to Washington D.C. or Sacramento during the same time period as the scheduled One Voice trips. However, those additional staff members or representatives may not use the "One Voice" name during their additional activities.

In addition, any person committed to participation on the "One Voice" trip must participate in all scheduled appointments assigned.

The trip is scheduled for April 11-16, 2015.

Please sign below:

Participant Signature

Date