

January 12, 2017

To: One Voice Participants

From: Brenda Veenendaal, Senior Regional Planner

Subject: Intent to Travel – Fresno “One Voice” Trip – April 29-May 4, 2017



We are in the process of planning our One Voice Trip to Washington, DC scheduled for April 29-May 4, 2017. If you plan to participate in this trip, please let us know. We are currently holding 25 hotel rooms at the Sofitel Washington DC Lafayette Square, 806 15th St NW, Washington, DC 20005 (with 4 spots committed to COG staff and Chair) at the price of \$299.00 per night.

The cost for hotel accommodations and airline tickets for the 2016 One Voice Trip was approximately \$2,000 (hotel & flight; this did not include any meal costs).

Registration Fees: A \$200 registration fee is required for each participant attending the 2017 One Voice trip. The registration fee must be paid by April 7, 2017. This fee includes the cost of your materials, a Metro Pass with unlimited travel for 7 days, the Kick-off Dinner on Sunday evening, meeting refreshments purchased by staff during the week, and ridesharing services used to access meeting locations. You will be billed for any remaining charges over \$200 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 31, 2017. Registration fees apply to One Voice participants only.

Delegate's guest(s): Spouses and/or guests of One Voice participants (should complete and submit the guest participation form and submit a trip deposit fee of \$150. The fee covers metro passes, any mid-week transportation or refreshment costs (should they attend meetings with you) and the Sunday evening group dinner. An itemized list of expenses and any unused deposit funds will be returned to the guest following the One Voice trip.

Metro Passes: Transit Metro Passes will be included with your registration and are good for 7 days with unlimited trips.

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 cost of the dinner. All participants guests that wish to attend sponsored dinners will also be charged for the cost of the dinner unless otherwise specified.

Morning Meals and Meeting times: Based on feedback received from prior One Voice surveys, participants will be responsible for obtaining breakfast on their own each morning. Morning briefings will be held at either the hotel, a meeting room at the capitol building, or at another location. All participants must attend the morning briefings and must be ready to leave the hotel at the designated time, allowing adequate time to travel to meeting locations.

Hotel Accommodations: All participants will be responsible for making their own hotel reservations. Each individual guest must make their own reservations by calling the Hotel at (202) 730-8800 no later than Thursday, March 30, 2017. Each individual must ask for group reservations and identify themselves as members of the Fresno Council of Governments. As required by the hotel, all reservations must be guaranteed and accompanied by a first night room deposit or guaranteed with a major credit card. The check-in time is 3:00 pm. 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 125 room nights in our contract for this block of rooms, if you cancel your hotel reservations booked under the “Fresno Council of Government” room block, those charges for the unused nights will be charged back to Fresno COG. You will be responsible for those charges if the room nights are not rebooked.

Transportation: Each participant is responsible for booking their own transportation to and from Washington, D.C. Shuttle reservations from the airport to the hotel (and the reverse) will be made for Fresno COG staff and the Policy Board Chair. If you are taking the same flight as COG staff and would like to ride the shuttle, please notify Brenda Veenendaal. A fee will apply.

Attending One Voice: To reserve your spot on the One Voice trip, please email a completed and signed copy of the *2017 Fresno COG One Voice Participation Reservation Form* to Brenda Veenendaal at brendav@fresnocog.org or by fax at 559-233-9645. Please mail or hand-deliver the signed copy of this Reservation Form and a signed Participant Disclaimer to the Fresno COG office, along with your \$200 deposit payment.

Mail or deliver to:
Fresno Council of Governments
2035 Tulare Street, Suite 201
Fresno, CA 93722
Attn. Brenda Veenendaal

PLEASE KEEP THIS PORTION OF THE INTENT TO TRAVEL FOR REFERENCE.



2017 Fresno COG One Voice Participation Reservation Form

Name: _____ Title: _____

Organization: _____ Address: _____

City: _____ State/Zip: _____

Phone: _____ Email: _____

Cell Phone: _____

More Information, please check all that apply:

_____ Yes, I am committed to participate and will pay for the cost of the trip. I will submit a \$200 participation fee.

_____ Yes, I am bringing a guest(s) with me on the 2017 One Voice trip. I will submit a \$150 deposit for my guest, as well as the required Guest Participation Form.

Name of Guest(s): _____

One Voice Participant 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 and not hold separate meetings unless previously discussed and agreed upon by the One Voice delegation.

The trip is scheduled for April 29-May 4, 2017.

Please sign below:

Participant Signature

Date





2017 Fresno COG One Voice Guest Reservation Form

Spouses and/or guests of One Voice participants (should complete and submit this guest participation form and submit a trip deposit fee of \$150. The fee covers metro passes, any mid-week transportation or refreshment costs and the Sunday evening group dinner. An itemized list of expenses and any unused deposit funds will be returned to the guest following the One Voice trip.

Name: _____ Guest of: _____

Address: _____

City: _____ State/Zip: _____

Phone: _____ Email: _____

Cell Phone: _____

One Voice Guest Signature _____