

November 8, 2017

To: One Voice Participants

From: Brenda Veenendaal, Administrative Services Manager

Subject: Intent to Travel – Fresno “One Voice” Trip – April 21-April 26, 2018



Fresno COG is planning its One Voice Trip to Washington, DC for April 21-26, 2018 and are holding 18 hotel rooms with four spots committed to COG staff and the Chairman, at \$279 per night.

Renaissance Washington DC Dupont Circle Hotel (Formerly Marriott Mayflower Renaissance)
1143 New Hampshire Avenue NW
Washington, DC 20037-1522

The cost for hotel accommodations and airline tickets for the 2017 One Voice Trip was approximately \$2,300 (hotel & flight; this did not include any meal costs).

Registration Fees: A \$200 registration fee is required and non-refundable for each participant attending the 2018 One Voice trip. The registration fee must be paid by April 1, 2018 to be included on the One Voice DC materials. This fee covers all materials, a Metro Pass with unlimited travel for seven days, meeting refreshments and ridesharing services. You will be billed for any remaining charges over \$200 that Fresno COG may incur on your behalf. Fresno COG is not responsible for hotel charges, shuttle service to and from the airport, alcohol or meal purchases other than what is indicated or other room incidentals. Any additional reimbursements owed to Fresno COG must be remitted no later than May 31, 2018. Registration fees apply to One Voice participants only.

Delegates' guest(s): One Voice participants bringing spouses or guests to group tours, dinners or meetings should complete and submit the guest participation form and a trip deposit fee of \$150. The fee covers metro passes, any mid-week transportation or refreshment costs, meeting materials and other essentials. An itemized list of expenses and any unused deposit funds will be returned to the guest following the One Voice DC trip.

Metro Passes: Metro transit passes will be included with registration and are good for seven days with unlimited trips.

Planned dinners requiring prior reservations: Delegates registering for a group dinner where prior reservations are required will be charged if they cancel after the announced deadline or fail to attend. Guests attending group dinners will also be charged unless otherwise specified.

Morning Meals and Meeting times: Participants will be responsible for their own breakfast each morning. Morning briefings will be held at meeting locations. All participants must be ready to leave the hotel at designated times, allowing adequate time to travel to meeting locations. Attending the Sunday evening dinner and morning briefings is required to properly prepare for delegate meetings.

Hotel Accommodations: All participants will be responsible for making, modifying or canceling their own hotel reservations. Guests must make their own reservations online at <https://aws.passkey.com/event/49265507/owner/1687/home> or by calling Marriott Reservations' toll free number at 1-877-212-5752. When calling, indicate the event name and dates of your stay to secure a room in Fresno COG's One Voice DC block. **All reservations must be made on or before Friday, March 23, 2018.** Again, 14 rooms are available for One Voice delegates. All reservations must be accompanied by a first night room deposit or guaranteed with a major credit card.

PLEASE NOTE: Fresno COG has guaranteed occupancy of 72 room nights. Charges for room cancellations **after March 23, 2018 become the delegate's responsibility** if the room nights are not rebooked by another Fresno COG delegate.

Transportation: Participants are responsible for booking their own transportation to and from Washington, D.C. Delegates arriving on the same flight with Fresno COG staff may opt in to round-trip shuttle reservations from the airport to the hotel. Please notify Brenda Veenendaal at 559-233-4148, ext. 219 or brendav@fresnocog.org to take advantage of those arrangements. The shuttle fee will be billed for immediate payment.

Attending One Voice: To reserve your spot on the One Voice trip, please email a completed and signed copy of the attached *2018 Fresno COG One Voice Participation Reservation Form Packet* to Brenda Veenendaal at brendav@fresnocog.org or send by fax to 559-233-9645. Please mail or hand-deliver check or cash for your \$200 deposit payment. Fresno COG does not accept credit cards.

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.



2018 Fresno COG One Voice Participation Reservation Form

Name: _____ Title: _____

Organization: _____ Address: _____

City: _____ State/Zip: _____

Phone: _____ Email: _____

Cell Phone: _____

Emergency Contact Information:

Name of contact: _____

Relationship to delegate: _____

Phone number(s): _____

Email: _____

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 2018 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

Advocacy

For legislative advocacy purposes, Fresno COG exclusively reserves the right to use the "One Voice" moniker. No delegate or agency will advocate separately on any issue other than those agreed upon by the Fresno Council Policy Board at any other time while using the "One Voice" name.

While this admonition does not preclude delegates from extending their stay in Washington D.C. or from bringing additional staff or representatives during the One Voice trip timeframe, additional staff members or representatives may not use the "One Voice" name to advocate during non-sanctioned activities.

In addition, any person committed to attending 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.

Expenses

Each One Voice participant is required to pay a non-refundable \$200 registration fee by April 1, 2018 to be included on the One Voice DC materials. This fee covers all materials, a Metro transit pass with unlimited travel for seven days, meeting refreshments and ridesharing services. Participants will be billed for any remaining charges over \$200 that Fresno COG may incur on their behalf. Delegates' spouses or guests should complete and submit the guest participation form **and a trip deposit fee of \$150.**

Fresno COG is not responsible for hotel charges, shuttle service to and from the airport, alcohol or meal purchases other than what is indicated or other room incidentals. Any additional reimbursements owed to Fresno COG must be remitted no later than May 31, 2018.

Charges for room cancellations **after March 23, 2018 become the delegate's responsibility** if the room nights are not rebooked by another Fresno COG delegate.

The trip is scheduled for April 21-26, 2018.

I agree to cooperate with the policies listed above: (Please sign below)

Participant Signature

Date





2018 Fresno COG One Voice Guest Reservation Form

One Voice delegates' spouses and/or guests attending group tours, dinners or meetings should complete and submit this guest participation form with a trip deposit fee of \$150. The fee covers Metro transit passes, any mid-week transportation or refreshment costs, meeting materials and other essentials. An itemized list of expenses and any unused deposit funds will be returned to the guest following the One Voice DC trip.

Name: _____ Guest of: _____

Address: _____

City: _____ State/Zip: _____

Phone: _____ Email: _____

Cell Phone: _____

Emergency Contact Information:

Name of contact: _____

Relationship to delegate: _____

Phone number(s): _____

Email: _____

One Voice Guest Signature _____