

DRIVING THE AFTERMARKET INDUSTRY

L AAIA FALL LEADERSHIP DAYS

DATE: JULY 23, 2010

TO: BOARD & COMMITTEE MEMBERS

FR: MEETINGS DEPARTMENT

RE: 2010 FALL LEADERSHIP DAYS

On behalf of Bob Egan, Chairman, and Kathleen Schmatz, President, we are pleased to invite you to AAIA's Fall Leadership Days. Enclosed is information regarding our September 27-29 meeting at the Marriott Waterfront hotel in Baltimore, MD. If we can answer any questions regarding Fall Leadership Days, please do not hesitate to contact the AAIA meetings department at (301) 654-6664. We look forward to seeing you in September.

ACTIONS YOU MUST TAKE BY AUGUST 27:

- Make your hotel reservation at the Baltimore Marriott Waterfront.
- Send the enclosed participation form to AAIA or go online to register by visiting www.aftermarket.org and clicking "meetings" on the homepage.

SCHEDULE

The meeting dates and times are located on the enclosed schedule. You are encouraged to attend any other committee meetings that do not conflict with your assigned committees. Please note that this year's meeting will take place from Monday to Wednesday.

HOTEL RESERVATIONS

To obtain the group rate of \$209 per single/double room, you may book your reservations on-line at AAIA's special hotel reservation website by visiting <https://resweb.passkey.com/go/aaia>. You may also access the link by visiting www.aftermarket.org and clicking on "meetings" in the top menu bar. Select Fall Leadership Days from the list of meetings and click the hotel link provided in the details section.

Reservations requests made after August 27 will be subject to availability.

You may also book your room by calling the reservation line at (800) 266-9432. Please note you will be calling Passkey, not the Marriott. This is the only number available that will allow you to obtain the group rate. Passkey is a company that assists Marriott with its group reservations. The Passkey line is open 24 hours a day, 7 days a week. It is important that you identify yourself as an AAIA meeting attendee to receive the group rate.

Please note that this is the Baltimore Marriott Waterfront at 700 Aliceanna Street. There are other Marriott hotels in Baltimore, so please confirm the address when traveling to the hotel.

AIRLINE RESERVATIONS

You may contact Options Travel of Des Plaines, Illinois by calling (800) 544-8785 to make your airline reservations. Be sure to mention that you are with the “Aftermarket” group in order to receive the best rate. Options Travel will explore all avenues to ensure your convenience while obtaining the best fare. Committee members must use their own credit cards to buy airline tickets and then file a reimbursement request to AAIA. (For reimbursement policy, please reference the *reimbursement section* below.)

PARTICIPATION FORM

So that we may better plan for your participation, please take the time to complete the enclosed form and mail or fax it to AAIA by **August 27**. This is necessary so that we can plan for your involvement at the meetings and produce a name badge for you. Please note, a name badge is required to attend all meetings and social functions for committee members and guests. You may also go online to register by visiting www.aftermarket.org and clicking “meetings” on the homepage.

SPOUSE/GUEST PARTICIPATION

The policy for Leadership Days requires all spouses and guests (i.e. non-committee member) to pay a flat fee of \$150.00 for attending the meal and social functions. **No single-event tickets will be sold. If it becomes necessary to cancel attendance to the meetings, a full refund will be given if cancellation is received in writing to AAIA no later than 5:00 pm September 22. After that date, no refunds can be issued.**

If you are bringing a spouse or guest, and they would like to contact other registered guests before the meeting, please email Meghan Winch at meghan.winch@aftermarket.org. She will happily provide a list in advance of all spouses and guests attending the meeting.

REIMBURSEMENT

AAIA Per Diem & Reimbursement Policy: AAIA committee members are eligible for reimbursement of supersaver/coach airfare up to \$500, and \$175 per day towards lodging expenses for each night that you *must* be in Baltimore in order to attend *your* meetings. To be eligible for the per diem you *must* have reserved and occupied your hotel room at the Baltimore Marriott Waterfront through the established AAIA room block. We will reimburse you for round-trip supersaver airfare up to \$500, and prefer your travel is arranged through Options Travel. Reimbursement requests (*for committee members only*) must be accompanied by an *original* airline ticket receipt and be submitted within 45 days of the meeting.

Special Note: If your company is agreeable, please consider waiving your expense reimbursement. If this issue makes the difference between you attending or not attending, please be assured that we need your input and will pay travel expenses if your company will not.

Also, since some companies are reimbursing their attendees for hotel expenses, the reimbursement form has been revised to reflect that option. Please note that in order to receive the lodging per diem, you must mark the reimbursement form appropriately.

REGISTRATION

When you arrive at the hotel, please check-in at the AAIA Registration Desk. AAIA staff members will be available at the desk to assist you during the following hours:

Monday, Sept. 27	7:30 am – 10:00 am & 12:30pm – 6:00 pm
Tuesday, Sept. 28	7:00 am – 12:30 pm & 3:30 pm – 6:00 pm
Wednesday, Sept. 29	7:00 am – 9:00 am

AIRPORT TRANSPORTATION

The Baltimore Marriott Waterfront is located in downtown Baltimore, and is most easily accessible from Baltimore-Washington International Airport (BWI). Please note that this is the Baltimore Marriott Waterfront at 700 Aliceanna Street. There are other Marriott hotels in Baltimore, so please confirm the address when traveling to the hotel.

Taxi: One-way fare from BWI Airport to the Baltimore Marriott Waterfront is approximately \$30 with an approximate travel time of 30 minutes in clear traffic. Please plan for longer travel time if making the trip during rush hours.

Hotel Parking: The hotel offers guests overnight self parking at \$25 per night, and valet parking at a cost of \$38 per night.

WEATHER AND ATTIRE

The weather in the Baltimore area in September is a mix of sun and clouds. The average temperature is in the low 70's during the day and cooler in the evenings. The attire for this meeting is business-casual.

ABOUT THE HOTEL

Located in Harbor East, Baltimore's premier neighborhood, the Baltimore Marriott Waterfront sits on the water's edge. The hotel enjoys spectacular views of the Baltimore Harbor, as well as easy access to the city's finest shopping and restaurants.

Baltimore Marriott Waterfront Hotel
700 Aliceanna Street
Baltimore, MD 21202
410-385-3000

