

L AAIA SPRING LEADERSHIP DAYS

DATE: MARCH 1, 2010

TO: BOARD & COMMITTEE MEMBERS

FR: MEETINGS DEPARTMENT

RE: SPRING LEADERSHIP DAYS

On behalf of Jerry O’Pry, Chairman, and Kathleen Schmatz, President, we are pleased to invite you to the AAIA Spring Leadership Days. Enclosed is information regarding our May 5 - 7 meetings at the Westin Diplomat Hotel, Hollywood, Florida. If we can answer any questions regarding the Spring Leadership Days, please do not hesitate to contact the AAIA meetings department at 301-654-6664. We look forward to seeing you in May.

ACTIONS YOU MUST TAKE BY APRIL 1:

- Make your hotel reservation directly with the Westin Diplomat.
- Send the enclosed participation form to AAIA.

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.

HOTEL RESERVATIONS

Reservations should be made by calling Westin Hotel’s central reservation at 888-627-9057 or by going on-line to the following website: <http://www.starwoodmeeting.com/Book/AAIA2010>
It is important that you identify yourself as an AAIA meeting attendee to receive the group rate of \$240 single / double room. AAIA’s negotiated rate is inclusive of the resort service fee. **Reservations received after APRIL 1 will be subject to availability.**

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 time to complete the enclosed form and mail or fax it to AAIA by **APRIL 1, 2010**. 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 their 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 for spouse/guest participation will be given if cancellation is received in writing to AAIA no later than 5:00 pm April 28, 2010. 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 be happy to 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 Hollywood in order to attend *your* meetings. To be eligible for the per diem you must have reserved and occupied your hotel room at the Westin Diplomat 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 copy of hotel bill 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.

AIRPORT TRANSPORTATION

The Westin Diplomat is located in Hollywood, just south of Fort Lauderdale. If flying to the hotel, there are two airports for travelers. The closest is the Fort Lauderdale International Airport (12 miles away). Flying into the Miami International Airport (22 miles away) is also an option, although the Fort Lauderdale airport is much more convenient.

Taxi: One-way fare from the Fort Lauderdale airport to the Westin is approximately \$25 - 30 with an approximate travel time of 20 - 25 minutes. One-way fare from the Miami airport to the Westin is approximately \$55 - 65 with an approximate travel time of 50 - 60 minutes. When traveling from these airports please allow more time during rush hours.

Shuttle: A company called *Go Airport Shuttle* operates from the Fort Lauderdale airport to the hotel. A shared ride is \$14.95 each way, per person. Reservations are not required, but you can contact the company at 954-561-8888 for more information or visit their website: www.go-airportshuttle.com. If traveling from Miami airport, the shuttle operator is *Super Shuttle*. A shared ride from Miami airport to the hotel is \$27 each-way, per person. If you have questions, or need to make a reservation, you may contact Super Shuttle Miami by calling (305) 871-2000 or visit their website: www.supershuttle.com

Hotel Parking: The hotel offers overnight valet parking to guests at a cost of \$24 per night. Self parking is available at a cost of \$18 per night.

REGISTRATION

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

Thursday, May 5	7:30 am – 12:00 pm & 3:30 pm – 6:00 pm
Friday, May 6	7:00 am – 12:30 pm & 3:30 pm – 6:00 pm
Saturday, May 7	7:00 am – 9:00 am

WEATHER AND ATTIRE

The weather in the Fort Lauderdale/Hollywood area in May is generally clear and sunny. The average temperature is in the 80's during the day and a little cooler in the evenings. The attire for this meeting is resort-casual.

ABOUT THE HOTEL

Hollywood, Florida is a community situated on the Atlantic coast in southern Florida between Fort Lauderdale and Miami. The hotel, located between the ocean and the intercoastal waterway, features a marina, a workout facility, and a 240 ft. lagoon pool. A complimentary shuttle links guests to the hotel's sister property the Diplomat Country Club and Spa. At the Country Club guests can enjoy ten clay tennis courts, a 30,000 square foot spa, and an 18-hole golf course. The main hotel also features several distinct culinary venues offering a variety of dining experiences.