

# AAIA FALL LEADERSHIP DAYS

**DATE: JULY 8, 2011**

**TO: BOARD & COMMITTEE MEMBERS**

**FR: MEETINGS DEPARTMENT**

**RE: 2011 FALL LEADERSHIP DAYS**

On behalf of AAIA Chairman Bob Egan, and AAIA President and CEO Kathleen Schmatz, we are pleased to invite you to AAIA's Fall Leadership Days. Enclosed is information regarding our Sept. 7-9 meeting at the Hilton Minneapolis Hotel in Minneapolis, Minn. 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 5:**

- Make your hotel reservation at the Hilton Minneapolis (details below).
- Send the enclosed participation form to AAIA or go online to register by visiting [www.aftermarket.org](http://www.aftermarket.org) and clicking "Meetings/Events" 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 Wednesday to Friday.

## **HOTEL RESERVATIONS**

To obtain the group rate of \$129 per single/double room, you may book your reservations by calling the reservation line at 888-933-5363. It is important that you identify yourself as an AAIA meeting attendee as well as the group code "AAIA" to receive the negotiated rate. Please note that by booking within the established room block, you will receive complimentary internet access in your room.

You may also book your room online at AAIA's special hotel reservation website by visiting [www.aftermarket.org](http://www.aftermarket.org) and clicking on "Meetings/Events" 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 5 will be subject to availability.**

## **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 5**. 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](http://www.aftermarket.org) and clicking “Meetings/Events” on the homepage.

## **SPOUSE/GUEST PARTICIPATION**

The policy for Leadership Days requires all spouses and guests (i.e., non-committee members) to pay a flat fee of \$150 for attending the meals 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 p.m. August, 31. 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 prior to the meeting, please email Meghan Winch at [meghan.winch@aftermarket.org](mailto:meghan.winch@aftermarket.org). She will happily send a list in advance of all spouses and guests attending the meeting.

## **REIMBURSEMENT**

**AAIA Per Diem and Reimbursement Policy:** AAIA committee members are eligible for reimbursement of supersaver/coach airfare up to \$500. If you are traveling by car, you will be reimbursed 55 cents per mile or the current IRS reimbursement rate up to \$500.

AAIA committee members are also eligible for reimbursement of \$129 + applicable taxes per day towards lodging expenses for each night that you *must* be in Minneapolis in order to attend *your* meetings. To be eligible for the per diem you *must* have reserved and occupied your hotel room at the Hilton Minneapolis through the established AAIA room block. 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:

Wednesday, Sept. 7	7:30 a.m. – 10:30 a.m. & 12:30 p.m. – 6 p.m.
Thursday, Sept. 8	7 a.m. – 6:30 p.m.
Friday, Sept. 9	7 a.m. – 9:30 a.m.

## **AIRPORT TRANSPORTATION**

The Hilton Minneapolis Hotel is located in the heart of downtown Minneapolis, and is most easily accessible from the Minneapolis-St. Paul International Airport (MSP).

*Taxi:* One-way fare from MSP to the Hilton Minneapolis is approximately \$25 with an average travel time of 20 minutes in clear traffic. Please plan for longer travel time if making the trip during commuter rush hours.

*Hotel Parking:* The hotel offers guests overnight self parking at \$13 per night, and valet parking at a cost of \$23 per night.

## **WEATHER AND ATTIRE**

The weather in the Minneapolis area in September is a mix of sun and clouds. The average temperature is in the mid 70s. The attire for this meeting is business casual.

## **ABOUT THE HOTEL**

Rising 25 stories above one of America's top cities, the four-diamond Hilton Minneapolis is located steps from shopping, dining and numerous downtown attractions.

**Hilton Minneapolis Hotel**  
**1001 Marquette Avenue South**  
**Minneapolis, MN 55403-2440**  
**Phone Number: 612-376-1000**