

AAIA SPRING LEADERSHIP DAYS

DATE: FEBRUARY 25, 2011

TO: BOARD & COMMITTEE MEMBERS

FR: MEETINGS DEPARTMENT

RE: SPRING LEADERSHIP DAYS

On behalf of Bob Egan, Chairman, and Kathleen Schmatz, President, we are pleased to invite you to the AAIA Spring Leadership Days. Enclosed is information regarding our May 4 - 6 meetings at the JW Marriott San Antonio Hill Country, San Antonio, TX. 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 JW Marriott San Antonio Hill Country.
- 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 the JW Marriott San Antonio at 800-266-9432 or 506-474-2009, or by going on-line to www.aftermarket.org, clicking on "Meetings and Events", and using the hotel link provided there. It is important that you identify yourself as an AAIA meeting attendee to receive the group rate of \$229 for a single/double room. AAIA's negotiated rate is exclusive of the \$25 resort fee. You have the option to purchase the full resort package or selected services upon check-in.

Reservations received after APRIL 1 will be subject to availability.

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**. 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 29, 2011. 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 San Antonio in order to attend *your* meetings. To be eligible for the per diem you must have reserved and occupied your hotel room at the JW Marriott San Antonio Hill Country through the established AAIA room block. We will reimburse you for round-trip supersaver airfare up to \$500. 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 JW Marriott San Antonio Hill Country is located in Cibolo Canyons, outside of San Antonio.

Taxi: One-way fare from the San Antonio airport to the JW Marriott is approximately \$30- \$35 with an approximate travel time of 20 - 25 minutes. When traveling from this airport please allow more time during rush hours.

Hotel Parking: The hotel offers overnight valet parking to guests at a cost of \$25 per night. Self parking is complimentary.

REGISTRATION

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

Wednesday, May 4	7:30 am – 11:00 am & 3:30 pm – 6:00 pm
Thursday, May 5	7:00 am – 12:30 pm & 3:30 pm – 6:00 pm
Friday, May 6	7:00 am – 9:00 am

WEATHER AND ATTIRE

The weather in the San Antonio area in May is a mix of sun and clouds. The average temperature is in the 70's during the day and a little cooler in the evenings. The attire for this meeting is resort-casual.

ABOUT THE HOTEL

Just 20 minutes from downtown San Antonio and the airport, the JW Marriott Resort is situated in Texas Hill Country in Cibolo Canyons. The Hill Country resort features Two PGA TOUR, 18-hole Tournament Player's Club (TPC) golf courses, the 26,000-square-foot world-class Lantana Spa, a six-acre water park with multiple pools, a meandering river, and water rides, and seven restaurant and lounge options including a multi-media sports bar. Please note the following address and phone number for your files:

JW Marriott San Antonio Hill Country
23808 Resort Parkway
San Antonio, TX 78261
Phone: 210-276-2500