

MEMORANDUM

To: SSC Members

From: Diana Martino, CFMC

Subject: Venue and Hotel Rooms for SSC Meeting

Meeting Date: November 12, 13 and 14, 2013

Travel Dates: November 11 and November 15, 2013

Meeting Venue: CFMC Office

Address: 270 Munoz Rivera Avenue, Suite 401 Hato Rey, PR

Hotel Rooms: Courtyard by Marriott Isla Verde

Telephone: (787) 999-6500

Rate: \$155.00 + 27% taxes.

Contact Person: **If you have any problem making your reservation, please ask to talk to Mrs. Rebecca Evarts Sales Manager, or you can contact me at diana_martino_cfmc@yahoo.com or call (787) 226-8849.**

Please make your reservations before October 25, 2013.