

MEMORANDUM

To: All Travelers

From: Diana Martino

Subject: Venue and Deadline for 153rd Regular Council Meeting

Meeting Dates: August 19-20, 2015

Travel Dates: August 18th and August 21st, 2015

Venue: Mayaguez Holiday Inn

Address: Mayaguez, Puerto Rico

Telephone: (787) 833-1100

Webpage: www.holidayinn.com/mayaguez.com

Rate: \$109.00 +11% tax.

Dateline: **Please make your reservation NO LATER July 20, 2015. The Council cannot be responsible for reservations at the special rate after this date. Any cost over the special rate after the cut-off date will be the responsibility of the traveler.**

Additional Information: **Reservations will be made by individual attendees. Please, when making your reservation identify yourself with the 153rd CFMC Meeting for the group rate.**

All receipts (hotel, airfare, etc.) shall be attached to the travel voucher. No receipts will be accepted in person by staff members, except the Fiscal Officer.

Contact Person: **For reservations you can call directly to the hotel and ask for reservations or if you have any problems making your reservation you can contact Belkis Ramos or Jennifer Rivera. If you need any additional information please contact Diana Martino at diana_martino_cfmc@yahoo.com or by telephone at (787) 226-8849.**