



## Blacks In Government®

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26 April 2011

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### Memorandum to Regional Council Presidents

From:   
J. David Reeves  
National President

Subject: **Regional Hospitality Suites (August 2011)**

1. As you know, this year's National Delegates Assembly will take place at the Boston Marriott Copley Place, 110 Huntington Avenue, Boston, MA on Sunday, August 21, 2011 and Monday, August 22, 2011.
2. The Regional Hospitality Suites will be available from check-in time (3:00 p.m.) on Saturday, August 20, 2011 until check-out time (1:00 p.m.) on Tuesday, August 23, 2011. National BIG shall be responsible for paying room costs ONLY (no incidentals) from check-in time on Saturday, August 20, 2011 until check-out time on Tuesday, August 23, 2011. The prices for Regional Suites (which are to be paid by Regional Councils) are:

**Parlor and one guestroom (hospitality suite) at \$171.00 each night for all regions. This is the daily event rate. All regions will occupy a similar suite.**

**\* Should prices change for the Hospitality Suites the regions will be notified of any additional costs.**

**Regional Hospitality suites *may be* maintained by the Regional Councils from check-out time on Tuesday, August 23, 2011 through Friday, August 26, 2011, at the Boston Marriott Copley Place. Regions are responsible for picking up room costs of \$171.00 each night for occupancy after check-out time on Tuesday, August 23, 2011.**

3. Please contact Mr. James Wilson (202-667-3280) at the BIG National Office to let him know who will be the individual(s) authorized and empowered to obligate expenses incurred by the region and also the person who will be staying in the room. Should regions desire to occupy the Regional Hospitality Suites prior to or after the dates and times listed above, they must indicate in writing to the BIG

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National Office (Attention: Mr. James Wilson) of their decision. All of the requested information stated above must be provided to Mr. Wilson no later than **July 15, 2011**.

BIG National Office  
Attn: Mr. James Wilson  
3005 Georgia Avenue, NW  
Washington, D.C. 20001-5015  
Fax: (202) 667-3705

cc: National Executive Committee  
Mr. Thomas Walton (Chair, National Delegates Assembly)  
Dr. Doris Sartor (Deputy Chair, National Delegates Assembly)  
Mr. James Wilson