



Federal Judges Association

Board of Directors Meeting

May 24-25, 2017 • Omni Shoreham Hotel • Washington, DC

2017 FJA Board of Directors Meeting Agenda

All events will be held at the Omni Shoreham Hotel.

Wednesday, May 24

2:00 pm – 4:00 pm	Executive Committee Meeting
4:00 pm – 5:00 pm	Committee Meetings
5:00 pm – 7:00 pm	Registration—Board Packet Pickup
6:00 pm – 7:00 pm	Reception
7:00 pm – 9:00 pm	Dinner

Thursday, May 25

7:15 am – 8:30 am	Registration—Board Packet Pickup
7:15 am – 8:30 am	Continental Breakfast
8:30 am – 2:00 pm	Board of Directors Meeting (with working lunch)

Hotel and Travel Information

Omni Shoreham Hotel

2500 Calvert Street, NW
Washington, DC 20008

Group Rate \$229/night (prevailing government per diem)

Reservation Deadline **Friday, March 24, 2017**

FJA will make your hotel reservations for you. Please note that FJA will only provide hotel accommodations for one night. Any attendees traveling from the West Coast will be granted approval for a two-night stay. To make any additional requests to extend your hotel reservation please contact **Kristen Jones** at fja@federaljudgesassoc.org. Please indicate your arrival and departure day/dates on the registration form. Room and tax will go on the FJA Master Account; incidentals will be on your own.

Check-in Time 3:00 pm

Checkout Time 12 Noon

Omni Select Program If you are not already a member of the Omni Select program, be sure to sign up at <http://www.omnihotels.com/loyalty>. Get rewards instantly with complimentary in-room Wi-Fi, pressing service, morning beverage delivery, and much more.

Travel Information

Airports Reagan National Airport (DCA) – 20 minutes from hotel
Dulles International Airport (IAD) – 45 minutes from hotel
Baltimore Washington International Airport (BWI) – 1 hour from hotel

Valet Parking Only \$49/per day (tax included)

Taxi \$25–\$30 each way from Reagan National Airport (DCA)
\$65–\$75 each way from Dulles International Airport (IAD)
\$95–\$105 each way from Baltimore Washington International Airport (BWI)

Please note Uber and Lyft may be available

Metro From Reagan National Airport, take the Yellow line toward Greenbelt. Stop at Gallery Place/Chinatown and transfer to Red line. Take Red line toward Shady Grove. Stop at Woodley Park-Zoo—the Omni Shoreham is a block away.

Other Information

Dress Code Business casual attire is appropriate for the FJA meeting.

Weather The temperature in Washington, DC during May averages in the mid-70s during the day and the low 50s at night.

Registration Form—*Due by Friday, March 24*

Member

Full Name _____

First Name on Badge/Nickname _____

Court _____

Address _____

City _____ State _____ ZIP _____

Phone _____

Email _____

I require special accommodations to participate.
Please attach a description of your needs.

Vegetarian Vegan Pescetarian Gluten-Free Kosher

Other _____

Guest

Full Name _____

First Name on Badge/Nickname _____

City _____ State _____

Email _____

I require special accommodations to participate.
Please attach a description of your needs.

Vegetarian Vegan Pescetarian Gluten-Free Kosher

Other _____

Hotel Reservations

Day Date

Arrival _____ / _____

Departure _____ / _____

Room: _____ \$229/night King Double/Double
Room and tax will go on the FJA Master Account.

Please note that FJA will only provide hotel accommodations for one night. Any attendees traveling from the West Coast will be granted approval for a two-night stay. To make any additional requests to extend your hotel reservation please contact **Kristen Jones** at fja@federaljudgesassoc.org.

Member Events

(please check all you will be attending)

Wednesday _____ Reception/Dinner _____ **Complimentary**

Thursday _____ Breakfast _____ **Complimentary**
_____ Lunch _____ **Complimentary**

Guest Event Fees

Wednesday _____ Reception/Dinner _____ **\$100**

Total Fees

Member Registration Fee _____ \$ No Fee

Guest Event Fee _____ \$ _____

Total Amount Due _____ \$ _____

Payment Information

Check (payable to FJA)—Send check to:

Federal Judges Association
9707 Key West Avenue, Suite 100
Rockville, MD 20850

Contact Information

Email: fja@federaljudgesassoc.org

Phone: (301) 358-4442

Fax: (301) 990-9771

Web: www.federaljudgesassoc.org



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Guidelines for Travel Reimbursement**

(as of January 17, 2017)

To obtain reimbursement for all appropriate FJA travel-related expenses, please complete the attached travel reimbursement form and send it with copies of receipts to:

Via Email.....Kristen Jones, FJA Meeting Planner
fja@federaljudgesassoc.org

Via Mail.....Kristen Jones
Federal Judges Association
9707 Key West Avenue, Suite 100
Rockville, MD 20850

Reimbursement checks will be mailed to you at your Court address unless a different address is provided.

Approved expenses include:

- Round-trip, coach air or train fare, baggage fees.
- Mileage from use of personal automobile (at \$0.535/mile).
- Daily parking fees, including airport parking.
- Taxi fare, commuter transit fare, tolls.
- Reasonable cost of meals.
- Gratuities and tips.
- The Omni Shoreham Hotel room and tax will go on the FJA Master Account.
- Please note that FJA will only provide hotel accommodations for one night. Any attendees traveling from the West Coast will be granted approval for a two-night stay. To make any additional requests to extend your hotel reservation please contact Kristen Jones at fja@federaljudgesassoc.org.

Expenses not covered include alcoholic beverages and any item of a purely personal nature (e.g., in-room DVD rental, dry cleaning).

Regarding airfare, if significant savings to the FJA would result, you should select a nonrefundable ticket when circumstances permit, using the same judgment as when making your personal travel arrangements. In case of an unforeseen and urgent need to cancel or change the flight, you would still be eligible for reimbursement.

If you have any questions, please feel free to contact Kristen Jones at fja@federaljudgesassoc.org or (240) 404-6489.

Thank you.

Travel Reimbursement Form

Full Name _____

Court _____

Address _____

City _____ State _____ ZIP _____

Phone _____

Email _____

Function _____ Dates of travel _____

Please provide receipts for the following:

Airfare.....\$ _____

Train.....\$ _____

Personal vehicle travel ___ miles @ \$.535 Per miles.....\$ _____

Parking expenses.....\$ _____

Ground transportation.....\$ _____

Meals.....\$ _____

Total expenses claimed.....\$ _____

Signature _____ Date _____

Check made payable to (include address if different from above)

**Requests for reimbursement must be received in the FJA office within 30 days to qualify for reimbursement.