

May 27, 2008

Dear IGFOA Member:

We hope this message finds everyone doing well and looking forward to your upcoming trip to Fort Lauderdale, Florida to attend both the Government Finance Officers' Association (GFOA) Conference and the Insular Government Finance Officers' Association (IGFOA) meeting during the week of June 15 – 20, 2008. This letter contains additional information on the IGFOA meeting as well as information on logistics, travel, and hotels to help ensure that everyone has a safe and comfortable trip to Fort Lauderdale.

### **Logistics**

Your air travel, hotel accommodations, GFOA Conference fee, meal allowance, and ground transportation expenses will be paid for directly by the Graduate School, USDA's Pacific Islands Training Initiative (PITI). However, you will be responsible for any incidental charges such as room service, telephone calls, etc. Therefore, please be prepared to provide the hotel(s) with a credit card or a cash deposit upon check-in to cover such expenses. As in previous years, you will be provided with a cash allowance for meals and ground transportation, including taxi fares between the Fort Lauderdale Airport and the Embassy Suites Hotel Fort Lauderdale. You will not be required to retain and submit receipts for those items.

### **Airline Tickets**

Pre-paid e-tickets have already been issued for all of your flights to and from Fort Lauderdale. By now we have talked with each of you about your airline tickets so this should not be a problem.

We strongly encourage you to contact your local Continental Airlines or Hawaiian Airlines office as soon as possible and confirm that your ticket is in their system. Please contact us immediately if the airline tells you that they do not have a ticket for you.

### **Honolulu Hotel On The Way to Fort Lauderdale**

Several of you requested to fly directly on to the US mainland en route to Fort Lauderdale without overnighing in Honolulu. For those of you arriving Honolulu on Thursday evening, June 12 on the Continental Airlines flight from Guam a pre-paid hotel reservation has been made for you at the DoubleTree Alana Waikiki Hotel. This includes most of you that are traveling from Palau, Guam, Yap, and Saipan. For those of you arriving into Honolulu early on the morning on Friday, June 13 a pre-paid hotel reservation has been made for you at the Ohana Honolulu Airport Hotel. This includes travelers that will be arriving that morning from Pohnpei, Kosrae, Majuro and American Samoa.

The DoubleTree Alana Waikiki Hotel is located at 1956 Ala Moana Boulevard in Waikiki. The hotel's telephone number is (808) 941-7275. It is an approximate \$30 taxi ride from the Honolulu Airport to the DoubleTree Alana Waikiki Hotel so you might want to be on the lookout for other people on your flight so that you can share a taxi to and from the hotel.

For those of you arriving the early morning of June 13 you will be able to check into the Ohana Honolulu Airport Hotel immediately upon arrival in Honolulu where pre-paid hotel rooms have been reserved for your short stay in Honolulu. Once you clear your bags at customs in Honolulu, look for a phone bank in the baggage claim area and call the hotel. The hotel will send a free shuttle to the airport to transport you to and from the airport and hotel. In case you cannot locate this phone bank in the baggage claim area, the hotel's direct phone number is 836-0661. You will be allowed to stay in your hotel room until 4:30 pm on Friday, June 13 prior to your flight that for most of you departs Honolulu at 6:55 pm. We strongly suggest that you check in for your flight at least two hours in advance of its scheduled time of departure.

Please let us know as soon as possible if for any reason you do not plan to check into either of the hotels in Honolulu so that we do not get charged for a no-show.

### **Honolulu Hotel On The Return from Fort Lauderdale**

Most of you will be staying one or more nights in Honolulu on your return from Fort Lauderdale starting on Saturday, June 21 while you wait for your flight home. All of the hotel reservations for travelers departing Fort Lauderdale and arriving in Honolulu on June 21 have been made at the DoubleTree Alana Waikiki Hotel.

### **Fort Lauderdale Hotel and Ground Transportation**

After clearing baggage at the Fort Lauderdale Airport please proceed to the ground transportation area for taxi service to the Embassy Suites Hotel Fort Lauderdale. Following is the information on the hotel:

Embassy Suites Hotel Fort Lauderdale  
1100 Southeast 17th Street  
Fort Lauderdale, Florida 33316  
Phone: 1-954-527-2700  
Fax: 1-954-760-7202

The taxi ride between the Fort Lauderdale Airport and the Embassy Suites Hotel Fort Lauderdale takes only 10 minutes and is approximately \$15 each way. Your stipend will include \$30 for roundtrip taxi service in Fort Lauderdale. Most of you are arriving Fort Lauderdale on the same Continental Airlines flight from Houston, so it should be relatively easy for you to share taxis to the hotel.

### **Stipend**

Upon arrival at the Embassy Suites Hotel Fort Lauderdale you will be provided with a cash stipend to cover ground transportation and the cost of your meals in both Honolulu and Fort Lauderdale that are not provided as part of our meeting. Please look for either of us in the

hotel lobby or phone us in our room when you arrive at the hotel and we will give you your stipend money.

### **Government Finance Officers Association (GFOA) Conference**

The GFOA Conference will be held at the Fort Lauderdale Convention Center which is an approximate 10 minute walk from our hotel. Shuttle buses will be available for transportation between the hotel and the Convention Center during the GFOA Conference. The GFOA conference begins on Sunday afternoon, June 15, and ends at noon on Wednesday, June 18. With over 8,000 participants expected to attend this year's GFOA conference I encourage everyone to register for the conference as soon as possible after you get settled into your hotel room on Saturday, June 14. The registration table closes at 4:00 pm on Saturday, June 14. We pre-paid the conference fees for everyone we are sponsoring to attend the GFOA Conference, so all you need to do is register at the Convention Center once you arrive in Fort Lauderdale. We encourage you to do this on Saturday as the line for registration on Sunday is usually very long. For more information on the GFOA Conference and a listing of conference activities and sessions please visit their website at [www.gfoa.org](http://www.gfoa.org) and click on "Annual Conference."

### **Island Government Finance Officers Association (IGFOA) Meeting**

The agenda for the IGFOA meeting will be sent to you separately. Please note that although the IGFOA meeting does not officially begin until Wednesday afternoon, June 18, we have arranged an opening IGFOA meeting from 10:00 – 11:30 am on Sunday, June 15. The purpose of this meeting will be to introduce everyone from the insular governments, as well as to review the schedule for both the GFOA Conference and the IGFOA Meeting. This meeting and the June 18 - 20 IGFOA meeting will be held in the main conference room in the Embassy Suites Hotel Fort Lauderdale. We expect that there will be an IGFOA Executive Meeting at some point during our stay in Fort Lauderdale. We will announce the time and location of that meeting at the Sunday morning meeting.

Please feel free to contact either of us if you have any questions regarding your trip to Fort Lauderdale. We look forward to seeing everyone soon.

Wishing everyone a safe and comfortable trip!

Best regards,



Jason D. Aubuchon  
*Program Manager*  
Pacific Islands Training Initiative  
[jason\\_aubuchon@grad.usda.gov](mailto:jason_aubuchon@grad.usda.gov)



Stephen Latimer  
*Senior Program Manager*  
Pacific Islands Training Initiative  
[stephen\\_latimer@grad.usda.gov](mailto:stephen_latimer@grad.usda.gov)