

# MEMORANDUM

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**To:** All Travelers

**From:** Diana Martino

**Subject:** Venue and Deadline for 160<sup>th</sup> Regular Council Meeting

**Meeting Dates:** August 15-16, 2017

**Travel Dates:** August 14<sup>th</sup> and August 17<sup>th</sup>, 2017

**Venue:** Courtyard Marriott Isla Verde Hotel

**Address:** 7012 Boca de Cangrejos Ave.  
Carolina, PR 00979

**Telephone:** (787) 253-2304

**Rate:** \$167.00 plus 11% Government tax, 18% Resort Service fee.

**Dateline:** Please make your reservation **NO LATER** than July 24, 2017. 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 CFMC Group for the Government Corporate rate. Self-parking and 1 full American breakfast buffet is included in this 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:** If you need any additional information, please, contact Diana Martino at [diana\\_martino\\_cfmc@yahoo.com](mailto:diana_martino_cfmc@yahoo.com) or by telephone at (787) 766-5926, or Natalia Luna at (787) 253-2304 Monday–Friday from 8:30 am to 6:00 pm, or at [nluna@sjcourtyard.com](mailto:nluna@sjcourtyard.com).