

# MEMORANDUM

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**To:** SSC Members and Participants

**From:** Diana Martino

**Subject:** SSC Meeting Venue and Hotel Rooms

**Meeting Dates:** February 6-10, 2017

**Travel Dates:** February 5/6 and February 10/11, 2017

**Venue:** **CFMC Headquarters**  
270 Muñoz Rivera Avenue  
Suite 401  
San Juan, PR

**Hotel Rooms:** Verdanza Hotel

**Address:** Tartak St., Isla Verde, Puerto Rico

**Telephone:** (787) 253-9000

**Rate:** \$198.62 taxes included for single or double occupancy  
**Breakfast included**

**Dateline:** **Please make your reservation as soon as possible. If you want to stay at another hotel you will be responsible for any cost over the per diem rate.**

**Additional Information:** **Reservations will be made by individual attendees.**

**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 have any problems making your reservation you can contact Luz Manzano or Leida Méndez at the Verdanza hotel. 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) 226-8849.**