

RJM TRAINING SEMINAR
December 8 - 9, 2004

SEMINAR /HOTEL LOCATION:

Club Quarters Hotel
111 West Adams Street
Chicago, Illinois 60603
(212) 575-0006

A block of rooms has been reserved for training participants at the Club Quarters Hotel under the group name "Federal Executive Board." The room rate is \$109 single, plus a 14.9 percent tax. Each individual is responsible for contacting the hotel at (212) 575-0006 to make his/her own reservation. Please mention the group name above and identify yourself as with the **Federal Executive Board** and use group code "FE1207." Reservations should be made no later than November 7, 2004. After that date, the hotel will continue to accept reservations on a space and rate available basis.

Hotel check-in time is 3 p.m. and check-out time is noon. Cancellations must be received forty-eight (48) hours prior to the day of arrival.

GROUND TRANSPORTATION:

The hotel does not provide transportation from the airport. The O'Hare and Midway Airports have a shuttle service available at the current charge of \$15 to \$18 each way. Taxi service is available at an approximate cost of \$25 to \$30 each way.

The Club Quarters Hotel is located in the heart of downtown Chicago. Travel time from O'Hare airport is approximately 60 to 90 minutes and travel time from Midway airport is approximately 45 to 60 minutes.