

May 3, 2017

Dear IGFOA Member:

I hope this message finds you doing well and looking forward to your upcoming trip to Denver, Colorado to attend both the Government Finance Officers' Association (GFOA) Conference and the Island Government Finance Officers' Association (IGFOA) meeting during the week of May 21–26, 2017. This letter contains information on both the GFOA Conference and the IGFOA meeting, as well as information on logistics, travel, and hotels, to help ensure that everyone has a safe and comfortable trip to Denver.

Logistics

Your air travel, hotel accommodations, GFOA Conference fee, meal allowance, and ground transportation expenses will be paid for directly by the Graduate School USA's Pacific and Virgin Islands Training Initiatives (PITI-VITI), with funding support from the Department of the Interior's Office of Insular Affairs. Please note that 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 fare between the Denver International Airport and the Hyatt House Hotel. You are not required to submit receipts for those expenses.

Airline Tickets

Pre-paid e-tickets have been issued for all of your flights to and from Denver. By now Stephen Latimer or I have talked with each of you about your airline tickets so this should not be a problem. Depending on where you are traveling from, we strongly encourage you to contact your local United Airlines, Hawaiian Airlines, Delta Airlines, or American Airlines offices as soon as possible to 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(s) on the Way to and from Denver for Pacific Travelers

Almost everyone traveling from the Pacific is either overnighing or spending a day in Honolulu on the way to and from Denver. For those of you from Chuuk, Pohnpei, and Kosrae that are scheduled

to arrive in Honolulu on Friday morning, May 19th on your way to Denver, a pre-paid hotel reservation has been made for you at the [Airport Honolulu Hotel](#). This is the same for those of you from American Samoa that are scheduled to arrive in Honolulu on the morning of Saturday, May 21. Once you clear your bags at customs in Honolulu, look for a phone bank in the baggage claim area and call the Airport Honolulu Hotel. The hotel provides a free shuttle between the airport and the hotel in both directions. In case you cannot locate this phone bank in the baggage claim area, the hotel's direct phone number is +1.808.836.0661.

For those of you from Palau, Saipan and Guam who will be overnighing in Honolulu on the evening of Thursday, May 20th, a pre-paid reservation has been made for you at the [DoubleTree Alana Waikiki Hotel](#) which is located at 1956 Ala Moana Boulevard in Waikiki. We will include the roundtrip taxi fare between the Honolulu Airport and the DoubleTree Alana Waikiki Hotel with the meal stipend you will receive in Denver.

Finally, for everyone overnighing one or more nights in Honolulu on your way home from Denver, a pre-paid reservation has been made for you at the [DoubleTree Alana Waikiki Hotel](#) which, again, is located at 1956 Ala Moana Boulevard in Waikiki.

We strongly suggest that you check in for all your flights 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 the Airport Honolulu Hotel or the DoubleTree Alana Waikiki Hotel in Honolulu on your way to or from Denver so that we do not get charged for a no-show.

Passports

Everyone traveling to Denver will need to have with them a current passport. Please do not forget to bring your passport.

Denver Hotel and Ground Transportation

After collecting your luggage at the Denver International Airport please proceed to the ground transportation area for taxi service to the Hyatt Place & Hyatt House - Denver/Downtown:

Hyatt Place & Hyatt House - Denver/Downtown
440 14th Street Denver, Colorado, 80202
<http://denverdowntown.place.hyatt.com/>
Tel: +1 303 893 2900

The taxi ride between the Denver International Airport and the Hyatt Place & Hyatt House - Denver/Downtown takes approximately 30 to 45 minutes, depending on traffic. Your stipend will include US\$100 for roundtrip taxi fare in Denver. Many of you will be arriving in Denver on the

same United Airlines flights, so it should be relatively easy for you to meet with other IGFOA members and share a taxi to the hotel.

Stipends

Beginning on Sunday morning, May 21st we will be distributing a cash stipend to sponsored participants, covering your ground transportation expenses and the cost of your meals in Denver (and in Honolulu if you are overnighing there) that are not being provided as part of our meeting. The Hyatt Place & Hyatt House - Denver/Downtown provides breakfast each morning to all of its guests each morning you are in Denver. We will also be providing lunch on Thursday, May 25th and Friday, May 26th, as well as dinner on Wednesday, May 24th. I will be available to pass out these stipends to sponsored participants at our opening meeting at 10:00 a.m. on Sunday morning, May 21st, in the Longs Peak Conference Room of the Hyatt Place Hotel.

Sunday, May 21st 10:00 a.m. Pre-GFOA Conference Planning Meeting

Our first official gathering will be on Sunday, May 21st at 10:00 a.m. in the Longs Peak Conference Room of the Hyatt Place Hotel. The purpose of this initial meeting will be to introduce everyone and to plan which GFOA Conference sessions we will be attending. This meeting will last approximately 1 – 1.5 hours. We should be finished no later than 11:30 a.m. which will give everyone plenty of time to have lunch before the official start of the GFOA Conference at 1:30 p.m. Please plan to attend this meeting.

Government Finance Officers Association (GFOA) Conference

The GFOA Conference will be held at the Colorado Convention Center which is a brief walk from the The Hyatt Place & Hyatt House - Denver/Downtown, located at 700 14th St, Denver, Colorado, 80202. The GFOA conference begins on Sunday afternoon, May 21st at 1:30 p.m. and ends at noon on Wednesday, May 24th. With over 6,000 participants expected to attend this year's GFOA conference I encourage everyone to register prior to the official start of the conference on Sunday afternoon. We pre-paid the conference fees for everyone we are sponsoring to attend the GFOA Conference, so all you need to do is walk to the Colorado Convention Centre and register for the conference. We encourage you to do this on either Saturday, May 20th after you arrive at the hotel, or prior to our 10:00 a.m. morning session on Sunday, May 21st 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 the official conference website at www.gfoa.org and click on "Annual Conference."

Island Government Finance Officers Association (IGFOA) Meeting

The IGFOA meeting agenda, this logistics letter, and the IGFOA meeting participant list are each contained in this email as separate attachments. In addition, each government should have

received a separate email from Debbie Milks outlining "homework," i.e. presentation content and expectations for the IGFOA meeting. Briefly, Debbie:

- Provided links and background information for the City of Denver and City of Arvada; we will have finance office representatives from both cities join us for IGFOA;
- Attached a presentation template in PowerPoint format;
- Provided additional information on the calculation of specific finance office performance measures;
- Identified government-specific areas for follow-up reporting based on the Action Plans completed last December at the Honolulu IGFOA.

If you have any questions regarding government content and presentations for the IGFOA conference, please plan to meet with Debbie early in the week, or contact her at milksdeb@aol.com.

The IGFOA meeting will begin on Wednesday afternoon, May 24th at 1:00 p.m. and will conclude on Friday afternoon, May 26th at approximately 3:30 p.m. All of the IGFOA meeting sessions beginning on Wednesday, May 24th will be held in the Longs Peak Conference Room of the Hyatt Place Hotel.

Please feel free to contact me with any questions regarding your trip to Denver. I look forward to seeing everyone soon.

Wishing everyone safe and comfortable travels!

Sincerely,



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