

April 18, 2018

Dear IGFOA Member:

I hope this message finds you doing well and looking forward to your upcoming trip to St. Louis, Missouri to attend both the Government Finance Officers' Association (GFOA) Conference and the Island Government Finance Officers' Association (IGFOA) meeting during the week of May 4-10, 2018. 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 St. Louis.

### **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 St. Louis Lambert International Airport and the Hilton St. Louis at the Ballpark 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 St. Louis. By now Rebeka Rainwater 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) to/from St. Louis (for Pacific Travelers)**

Almost everyone traveling from the Pacific is either overnighing or spending a day in Honolulu on the way to and from St. Louis. Hotel confirmation numbers are included as a separate attachment in

this email. 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 St. Louis so that we do not get charged for a no-show.

- For those of you arriving in Honolulu on the island-hopper on Wednesday morning, May 2nd on your way to St. Louis, a pre-paid hotel reservation has been made for you at the [Airport Honolulu Hotel](#). 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 overnighiting in Honolulu on your inbound flight with a layover for more than one night (Kosrae and American Samoa,) 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 St. Louis.
- Finally, for everyone overnighiting more than one night in Honolulu on your way home from St. Louis, a pre-paid reservation has been made for you at the [DoubleTree Alana Waikiki Hotel](#). For everyone overnighiting for only one night on your way home from St. Louis, a pre-paid reservation has been made for you at the Airport Honolulu Hotel.

We strongly suggest that you check in for all your flights at least two hours in advance of its scheduled time of departure.

## Passports

Everyone traveling to St. Louis will need to have with them a current passport, with at least six months validity, in order to travel. Please do not forget to bring your passport.

## St. Louis Hotel and Ground Transportation

After collecting your luggage at the St. Louis Lambert International Airport please proceed to the ground transportation area for taxi service to the Hilton St. Louis at the Ballpark Hotel:

HILTON ST. LOUIS AT THE BALLPARK  
1 SOUTH BROADWAY, ST. LOUIS, MO 63102  
WEBSITE: [stlouisballpark.hilton.com](http://stlouisballpark.hilton.com)  
TEL: [+1 314 259 3315](tel:+13142593315)

The taxi ride between the St. Louis Lambert International Airport and the Hilton St. Louis at the Ballpark Hotel takes approximately 20 to 30 minutes, depending on traffic. Your stipend will include US\$80 for roundtrip taxi fare in St. Louis. Many of you will be arriving in St. Louis 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 Friday morning, May 4, we will be distributing a cash stipend to sponsored participants at the Gateway 4 Conference Room at the Hilton St. Louis at the Ballpark Hotel. Your stipend will cover your ground transportation expenses and the cost of your meals in St. Louis (and in Honolulu if you are overnighing there) that are not being provided as part of our meeting. Please note that we will be hosting:

- Breakfast and lunch on Friday, 5/4
- Breakfast on Saturday, 5/5
- Dinner on Wednesday, 5/9
- Breakfast and lunch on Thursday, 5/10.

## IGFOA Group Dinner

Please plan join us for dinner at Favazza's on The Hill on Wednesday, May 9th ([favazzas.com](http://favazzas.com)). A shuttle will be departing from the lobby of the Hilton at the Ballpark Hotel at 6:00 p.m. All IGFOA participants are invited and welcome.

## IGFOA and GFOA Schedule

This year we are splitting the IGFOA meetings into 1.5 days prior to the GFOA and 1.5 days following the GFOA. We anticipate that the additional IGFOA time allotted to prepare for the GFOA will enhance everyone's overall experience. The schedule for the week has been included below:

	We 5/2	Th 5/3	Fr 5/4	Sa 5/5	Su 5/6	Mo 5/7	Tu 5/8	We 5/9	Th 5/10
<b>AM</b>	Participants Depart Islands	Participants Arrive in St. Louis	IGFOA Meeting			GFOA 2018			
<b>PM</b>						GFOA 2018			IGFOA Meeting

## Island Government Finance Officers Association (IGFOA) Meeting

Our first official gathering will be on Friday, May 4th at 9:00 a.m. at the Gateway 4 Conference Room of the Hilton at the Ballpark hotel.

The full 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 outlining "homework," i.e. presentation content, and PowerPoint template, and expectations for the IGFOA meeting from Debbie Milks, CPA.

Please note that the first item on our agenda for the morning of May 4th is country presentations.

Please plan to come to St. Louis with country presentations prepared for delivery. Note that the presentation template provided by Debbie includes updates to each country's December actions plans, and updates on each finance office's performance measures. While we do not expect governments to read through all of the performance measurement slides during your presentation, we do ask that you gather ALL of the performance measurement data. Performance measures which are particularly significant to your office are highlighted in slides 4 & 5 of the presentation template.

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

The GFOA Conference will be held at America's Center Convention Complex which is a 20-minute walk from the Hilton St. Louis at the Ballpark Hotel, located at 700 14th St, St. Louis, Missouri, 80202. The Ballpark hotel is an official GFOA hotel and a shuttle service will be running all day between the hotel and Convention Center. If you are wearing your GFOA badge, you can take the shuttle at any time. The GFOA conference begins on Sunday afternoon, May 6th at 1:30 p.m. and ends at noon on Wednesday, May 9th.

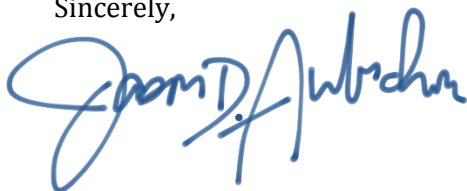
With over 6,000 participants expected to attend this year's GFOA conference, we encourage you to register for the conference on Saturday afternoon, May 5th, after we break from our IGFOA meeting. We have pre-paid GFOA conference fees for sponsored participants, so all you need to do is walk to America's Center Convention Complex and show identification in order to register.

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](http://www.gfoa.org) and click on "Annual Conference."

Thank you for your attention to this message. Please note that I have included my mobile number below for anyone that needs to contact me prior to or en route to St. Louis. Please also feel free to email Rebeka or me with any questions. I look forward to seeing everyone soon.

Wishing everyone safe and comfortable travels to the Gateway City!

Sincerely,



Jason Aubuchon

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## Layover Hotel Confirmation Numbers

Airport Honolulu Hotel					
Guest	Check-In	Check-Out	No. Nights	Notes	Confirmation #
<b>INBOUND</b>					
Erick Paul	1-May	2-May	1 (+ late check out)	Actual arrival 5/2: 2:35 AM; Departure 5/2: 8:20 PM	115103218
Tiser Reynold	1-May	2-May	1 (+ late check out)	Actual arrival 5/2: 2:35 AM; Departure 5/2: 8:20 PM	115103219
Tokiko Kabua	1-May	2-May	1 (+ late check out)	Actual arrival 5/2: 2:35 AM; Departure 5/2: 8:20 PM	115103220
Spencer M Joe	1-May	2-May	1 (+ late check out)	Actual arrival 5/2: 2:35 AM; Departure 5/2: 8:20 PM	115103221
Sermina Namelo	1-May	2-May	1 (+ late check out)	Actual arrival 5/2: 2:35 AM; Departure 5/2: 7:20 PM	115134572
<b>OUTBOUND</b>					
Sermina Namelo	11-May	12-May	1	Actual arrival 5/11: 1:30 PM; Departure 2:10 PM	115115313
<b>DoubleTree Alana</b>					
Guest	Check-In	Check-Out	No. Nights	Notes	Confirmation #
<b>INBOUND</b>					
Carri-Lee Magalei	30-Apr	2-May	2	Actual Arrival 5/1: 5:50 AM; Departure 5/2: 5:20 PM	93005279
Alik Isaac	29-Apr	2-May	3 (+ late check out)	Actual Arrival 4/30: 2:50 AM; Departure 5/2: 8:20 PM	94841343
<b>OUTBOUND</b>					
Carri-Lee Magalei	11-May	14-May	3	Actual Arrival 5/11: 2:43 PM; Departure 5/14: 4:35 PM	95368287
Erick Paul	11-May	13-Apr	2	Actual Arrival 5/11: 1:19 PM; Departure 5/13: 7:25 AM	96417311
Tiser Reynold	11-May	14-May	3	Actual Arrival 5/11: 1:19 PM; Departure 5/14: 7:25 AM	94844927
Alik Isaac	11-May	14-May	3	Actual Arrival 5/11: 1:19 PM; Departure 5/14: 7:25 AM	92486111
Tokiko Kabua	11-May	14-May	3	Actual Arrival 5/11: 1:19 PM; Departure 5/14: 7:25 AM	96943167
Spencer M Joe	11-May	14-May	3	Actual Arrival 5/11: 1:19 PM; Departure 5/14: 7:25 AM	96157183