



APHSA'S CEO RETREAT/POLICY SUMMIT

Co-located with the

AAPWA 42ND ANNUAL NATIONAL TRAINING & CONTINUING EDUCATION CONFERENCE

December 6–9, 2009

GENERAL INFORMATION

- **Where are the CEO Retreat/Policy Summit and AAPWA Conference being held?**

Doubletree Portland –Lloyd Center Hotel

1000 N.E. Multnomah Street

Portland, OR 97232

(503) 281-6111—Main Number

<http://www.portlandlloydcenter.doubletree.com>

- **How much is the hotel room?**

\$120.00 single/double standard guestroom occupancy plus 12.50% per room per night tax. **NOTE:** \$130.00 single/double premium guestroom occupancy plus 12.50% per room per night tax. Additional occupants are \$15.00 each.

- **What is the cut-off date for hotel reservations at the conference rate? November 5, 2009**

*After that date, hotel reservations will be accepted on a space-available basis. **Note:** The full payment for the room nights will be due at that time to hold the reservation. We suggest that you make your lodging arrangements now. You can always call and cancel at no penalty up to 72 hours prior to your scheduled arrival. No show fee is one night stay plus tax. A charge is applicable for early check out.***

**APHSA will make every effort to ensure the accuracy of information provided about our meeting sites. Please confirm the hotel's cancellation and early departure policies when making your reservation in the event their policies have changed.

- **How can I make my hotel reservations?**

Go to APHSA's home page at <http://www.aphsa.org> and click on Conferences, using the left navigational bar. You may use the link provided there to get direct access to the hotel's reservation system or call (800) 222-8733. *Always refer to **AA9** as the group code to receive the discounted rate.*

- **What do I need to do to register?**

Online registration is available. Go to APHSA's home page at <http://www.aphsa.org> and click on Conferences, using the left navigational bar. If unable to access the online system, you may download and print the registration form located on our web site. *Please fill out the form completely and check all appropriate boxes so that your registration can be processed.*

- **What are the new APHSA Conference Policies?**

APHSA now requires a valid purchase order, if payment is not made by check or credit card when registering. You can no longer select a 'bill me' option without a purchase order. You may enter the purchase order number using both our online registration site and if you download and fax a registration form. **A copy of the purchase order will be required before you can receive your conference materials at the event.** We also have increased the cancellation fee to \$100. This applies only to written cancellation notifications received prior to the date noted on the registration form (November 10, 2009). After the noted date, no refunds will be made. All refunds will be processed after the event.

Additional Features: Environmentally sound 'sustainable' green practices, large work desk, high-speed Internet access, two phones, in-room coffee and tea, *USA Today* delivered each weekday morning, seasonal outdoor pool, electronic door locks, hair dryers, on-demand movies, personalized voicemail, and incredible views of either the city skyline or the Cascade Mountains.

Services: Guests enjoy laundry, valet, room service and wireless Internet access in the hotel's public space. Business Center offers computer, notary public, fax and other copier services.

Surrounding Attractions: The Max Light Rail System runs directly from the hotel to historic Old Town and downtown attractions. The Oregon Museum of Science and Industry, Rose Garden Arena, Memorial Coliseum and Oregon Zoo are also nearby.

Check-In Time: 3:00 p.m.

Check-Out Time: 12:00 p.m.

Dining and Entertainment:

- Multnomah Grill
- Eduardo's Mexican Grill and Cantina
- Across the street from the fabulous Lloyd Center Mall

Transportation: From/To Portland International Airport (PHX): Distance 11 miles – 20 Minutes

Take 205 South to I-84 West, take Exit 1 Lloyd Center. Turn right on N.E. 11th Avenue.
(http://doubletree1.hilton.com/en_US/dt/hotel/RLLC-DT/directions.do)

TriMet's MAX Light Rail: Typical Minimum Charge - \$2.55

From Portland International Airport (PHX) board the MAX Downtown Portland Red line to the Lloyd Center/NE 11th Avenue MAX Station. From any Downtown Portland MAX station, board the Max Downtown Portland line to Airport to the Lloyd Center/N.E. 11th Avenue Max station.

Taxi: Approximately \$30.00 one way. Taxis are available outside the front entrance of the Phoenix International Airport (PHX).

Parking: Onsite Secure Garage with Special Rates Applicable

Overnight Parking with in/out privileges: \$9.00 per day

Day Parking: \$5.00 per day

Valet Parking: Additional \$4.00

Additional Services:

Please visit the hotel's web site at <http://www.portlandlloydcenter.doubletree.com> for additional information.