Dear LREDA team members,

We wish to thank you for your participation in the opening ceremonies for the 2010 Prairie Star District. We are excited that you have worked hard to present an intergenerational keynote service that fits the theme of the conference so well!

We want to finalize our arrangements with your team. Our original agreement was that two team members would be paid mileage to the conference and separate hotel rooms for two nights. This was altered when the team making the presentation was increased to four members. The change is that the Davenport Local Arrangements Committee will now pay for hotel rooms for two nights for Jan, Judy, and Lori. Transportation costs will not be reimbursed under the new agreement.

These rooms have already been reserved and include a non-smoking room with a queen-sized bed. Reservations are for Friday and Saturday nights. If different arrangements are needed, you should contact the hotel directly at 1-563-322-2200. Any additional hotel expenses will be your responsibility.

A room has been reserved for Sherry using a credit card. When Sherry arrives, she will need to change the billing to her Prairie Star District credit card.

Keynote and Judy Lecturer speakers are not required to register for the conference. As a member of the Prairie Star District, you may want to participate in conference activities beyond your role Friday night. If so and you chose to support the conference by attending, you will need to register and pay the appropriate registration fees. You will not be reimbursed by the Local Arrangements Committee for conference registration.

We understand that LREDA will also be meeting after the Annual Conference. Any hotel arrangements other than for Friday and Saturday night will need to be made separately. This would include any arrangements for Mark Hicks. The Local Arrangements Committee responsibility with Mark Hicks ends on Saturday.

Again we look forward to your presentation Friday night and the warm reception you will be giving to all those attending.