



January 14, 2010

T11/10-009v0

To: Travel management Organization for T11 member

From: Steven Wilson
INCITS TC T11 Chairman
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RE: Hotel Stays for T11 meetings

Volunteers from among the T11 membership host T11 meetings. The cost of hosting such events is very high, significantly more than any host can budget for such activities. Instead of a meeting fee, most hosts negotiate a contract with the hotel by which a portion of the revenue obtained from the room charge is allocated to cover the cost of the meeting rooms. The contracted room rate is usually predicated on a minimum number of hotel rooms occupied for a certain number of nights. Note that meeting fees would be much higher than the contracted room rate because T11 is a volunteer organization composed entirely of engineering people. It does not have the administrative support necessary to administer a meeting fee.

It is important that all attendees, except those who live locally, register and stay in the hotel selected by the host at the T11 contracted room rate so that each member contributes the proper share of the meeting fees and so that the member's room nights are counted in the required room night total. While competing hotels and rates are surely available, it is vital to T11's hosts that all attendees stay at the meeting hotel and at the contracted meeting room rate.

If questions arise regarding contracted hotels please provide this letter to your travel management organization. Your organization may contact me if there are any questions.

Sincerely yours,

Steven Wilson
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