

We are pleased to have all of you visit our fair city once again! I will be your primary contact regarding logistics for our upcoming meeting here in Bellevue. Please feel free to contact me at anytime if you have questions or require assistance with your travel plans. You should have already made your flight reservations. The information in this email will also be posted on our collaborative site for your convenience. Pre-meeting action items will be posted there as well.

**Travel Reimbursement:** You are asked to follow your colleges' procedure for travel and then have the college submit invoices to BC for reimbursement.

**Arrival Times and Departure:** Please travel on Monday, August 15<sup>th</sup>, conference will begin Tuesday morning and we will wrap up at 1pm on Wednesday the 17<sup>th</sup>.

**Hotel Accommodations:** We have reserved a block of rooms next door (295 ft!) to our new Bellevue College North Campus location at the [Fairfield Inn](#) **425.869.6548** for August 15<sup>th</sup> and 16<sup>th</sup> in each of your names. We were able to secure a special rate of \$89 per night which includes breakfast and high speed internet. You will need to put the room on your credit card at check in. On Wednesday morning you may store your luggage at the front desk until you are ready to depart for the airport.

**Airport Transportation: (Note: rental cars will not be reimbursed.)** Please use [Shuttle Express](#) **425.981.7000** for airport transportation. Roundtrip service from Seattle Tacoma International Airport to the hotel (Fairfield Inn Bellevue address is 14595 NE 29<sup>th</sup> Place, Bellevue 98007) should be about \$68.

- **Nearby Dining:**
- [Azteca Mexican Restaurant](#) (only restaurant within walking distance)
- [Burger Master](#)
- [The Keg Steakhouse](#)
- [Anthony's Homeport](#)
- [Hector's](#)
- [Crab Cracker](#)

**Maps:** [Seattle area](#) – Map and things to do.

Agenda to follow. Please let us know if there are any items you would like on the agenda.