



June 12-13, 2017~ Cleveland, Ohio

**Meeting Location & Accommodations**

Hilton Garden Inn-Cleveland Downtown

1100 Carnegie Avenue, Cleveland, Ohio 44115

Telephone: 1-216-658-6400

Website: <http://hiltongardeninn3.hilton.com/en/hotels/ohio/hilton-garden-inn-cleveland-downtown-CLEGWGI/index.html>

**Hotel Information**

*Group rate of \$134 per night + tax*

**VERY IMPORTANT** - **the cutoff date for the reservations to be made by is 5-15-17.** If you guests do not make their room reservations by this cutoff date... the rooms will be released the next morning back into the hotels inventory. Once this occurs, the rate, rooms [including room types] are no longer guaranteed at the group price!

There are two ways your guests can make their reservations:

1. Guests may call 1-877-782-9444 and ask for Tool of the Trade
2. Guests may book their reservations on line by visiting our website [www.ClevelandDowntown.StayHGI.com](http://www.ClevelandDowntown.StayHGI.com)
  - i. Load in arrival and departure dates
  - ii. Click on - add special rate code;
  - iii. Type in the code **TOTT** which will bring them to the landing page for our specific block of rooms.
  - iv. Book your reservations as prompted.

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| <b>Meeting Schedule</b>  |
| <i>Monday, June 12</i>   |
| <b>Meeting Room - TBD</b><br><b>1:00-5:00 p.m. Meeting</b><br><i>afternoon snacks/beverages included</i>         |
| <i>Tuesday, June 13</i>  |
| <b>Meeting Room - TBD</b><br><b>9 a.m.-5:00 p.m. Meeting</b><br><i>Lunch/afternoon snacks/beverages included</i> |

*\*There is no registration fee for this meeting.*

For more information regarding this meeting feel free to contact [Jennifer L. Weeks](#), Senior Program Officer, Planning and Travel Forecasting; or [Jerry Everett](#), Committee Chair.