National Network to End Domestic Violence
NEW ED TRAINING, ANNUAL MEETING, ROUNDTABLE, & TRAUMA INFORMED SYMPOSIUM
November 12-16, 2012
Seattle, WA

ABOUT THE MEETINGS

The Roundtable meeting is a unique space that allows coalition directors and management staff to share effective strategies for meeting their statewide demands. The Roundtable meeting also helps coalition directors gain a national perspective on important issues and allows for problem-solving current trends facing local programs and domestic violence survivors. Coalition representatives are involved in every level: serving on planning meetings, assisting with facilitation and providing feedback. The Roundtable is attended by at least 48 coalitions each year.

Since 2009, NNEDV has partnered with a state or territorial domestic violence coalition to hold a Community Engagement Day in conjunction with our Annual Coalition Roundtable to bring national attention to an important issue in that state or territory. In the past, we have gone to the Virgin Islands (criminal justice response), South Carolina (community engagement, including faith and governmental leadership on domestic violence issues) and Arizona (immigration). This year, NNEDV will work with the Washington State Coalition to host the CED in Seattle, WA. Additionally, the attention will be turned internally to coalitions as the community, a deviation from previous CEDs. As such, NNEDV will be combining the CED and Annual Coalition Roundtable and focus on coalition leadership and movement building as well as emerging topical issues.
The National Network to End Domestic Violence (NNEDV) will pay for travel expenses (lodging, transportation up to $500) related to attending the Annual Meeting and Roundtable. Travel costs will be covered for one staff person for each domestic violence and dual coalition.

**MEALS:**
NNEDV will not be able to provide any meals at the conference. Please be prepared to pay for all meals while in Seattle. NNEDV will be able to reimburse the per diem amount for each day you were present and 75% on each travel day. NNEDV will provide a reimbursement form for you to submit.*

**Example**

<table>
<thead>
<tr>
<th>Date</th>
<th>Info</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>MM/DD/YYYY</td>
<td>Travel Day – 75%</td>
<td>$53.25</td>
</tr>
<tr>
<td>MM/DD/YYYY</td>
<td>Full Day</td>
<td>$71</td>
</tr>
<tr>
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<td>Travel Day – 75%</td>
<td>$53.25</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>$248.50</strong></td>
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</table>

**TRANSPORTATION:**
NNEDV will cover transportation (airfare, baggage fees, ground transportation, and parking) up to $500 total (unless otherwise approved). Please do not make any travel plans until directed by NNEDV.** Once you receive a confirmation email from us, please arrange your air travel through JTB, USA by contacting Hiroki Sato at **800-669-5824 (Toll free) / 773-714-7121 (Direct) or hsato@jtbusa.com.** NNEDV will provide a reimbursement form for all other transportation costs.*

**INCIDENTALS:**
You will be responsible for covering the cost of any incidentals you incur during your travel to and from, and time in, Seattle. For example, NNEDV will not pay for items such as in-room movies, admission costs to recreational activities, personal purchases and more.

If you have any questions, please contact Ashley Slye at NNEDV (aslye@nnedv.org/202-570-0430).

*All reimbursement forms must be received by **December 17, 2012**. Any forms received after this date will not be processed. Please allow 4 weeks for processing of your form and to receive payment.
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TRAVEL INFORMATION AT-A-GLANCE

HOTEL
Hotel Monaco Seattle
1101 Fourth Avenue
Seattle, WA 98101
1-800-715-6513 or (206) 621-1770
http://www.monaco-seattle.com/

The Hotel Monaco Seattle is located in downtown Seattle, WA conveniently located near the Pike Place Market, Pioneer Square, 5th Avenue Theatre and much more! The Hotel Monaco Seattle offers complimentary wine hour every evening from 5 to 6 PM in the lobby.

AIRFARE
You are responsible for making your airfare reservations. Please contact JTB, USA to arrange your flight. All flights must be booked through JTB, USA. NNEDV will cover transportation (airfare, baggage fees, ground transportation, and parking) up to $500.

GROUND TRANSPORTATION

<table>
<thead>
<tr>
<th>Airport</th>
<th>Transportation Options</th>
<th>Fee</th>
<th>Information/Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seattle- Tacoma International Airport (SEA)</td>
<td>Taxi</td>
<td>Approximately $40-50 from airport to downtown. $32 flat rate from downtown to the airport.</td>
<td>Available on the third floor of the parking garage. Approximately a 20-30 minute ride</td>
</tr>
<tr>
<td></td>
<td>Link Light Rail</td>
<td>$2.50/person</td>
<td>Central Link Light Rail service runs between the airport and downtown Seattle. Exit at University St. Station. Trip takes approximately 35-40 minutes and service is available from 5 AM through midnight daily.</td>
</tr>
</tbody>
</table>

Walking Directions from University Street Station
3 minute walk
Head southeast on 3rd Ave. toward Seneca St.
Turn left on Seneca St.
Turn right onto 4th Ave. Destination will be on the right.

PARKING
If you will be driving to Seattle, the Hotel Monaco Seattle offers valet parking at the rates of $39 + tax Monday – Thursday, and $36 + tax Friday – Sunday. Self-parking is not available.
**RESERVATIONS**
NNEDV will make hotel reservations at the Hotel Monaco Seattle on your behalf, based on the dates and preferences on your registration form - this includes any additional nights you choose to stay. NNEDV will cover the cost of accommodations for the duration of the meeting(s). **The cost for any days before or after the conference you choose to stay will be your responsibility.** The Hotel Monaco Seattle has offered a reduced rate ($109 + tax) for three days pre and post conference (Nov. 8-10 and 17-19). This rate is below the per diem rate. By the registration deadline, NNEDV will send a rooming list with dates covered to the hotel. Prior approval is needed if you need NNEDV to cover more nights (beyond the meeting’s duration). Room cancellations should be made 72 hours before your arrival to avoid cancellation penalties. If you fail to contact NNEDV to cancel your room 72 hours before your anticipated arrival, you will be held responsible for the cancellation fee(s) and penalties.

**CHECK-IN & CHECK-OUT**
Hotel check-in time is 3:00 p.m. and check-out time is 12:00 p.m. You will be required to provide a credit card upon hotel check-in for your incidental charges (phone, movies, room service etc.).

**AMENITIES**
Each room is equipped with complimentary WiFi internet access, complimentary newspaper, hair dryers, iron and ironing board, and more. The hotel offers complimentary morning coffee and tea service in their living room lobby. Request a companion goldfish to keep you company during your stay!

**PORTERAGE**
Porterage is available at $7/bag. This service is available to all but is not mandatory.

**CLIMATE**
Temperatures in the Seattle, WA area in November average highs in the low 50’s and lows in the low 40’s. November in Seattle, WA can be a rainy month – be sure to bring an umbrella!

**MEETING ATIRE**
Casual. Please pack appropriately for the moderate to cool temperatures of the hotel meeting rooms.

**THINGS TO DO IN SEATTLE IN NOVEMBER**
A variety of information about the area, including things to do, shopping, and restaurants can be found on the following internet sites:

- [http://www.visitseattle.org/Home.aspx](http://www.visitseattle.org/Home.aspx)
- [http://downtownseattle.com/ThingsToDo/](http://downtownseattle.com/ThingsToDo/)

**QUESTIONS?**
Please contact Ashley Slye at [aslye@nnedv.org](mailto:aslye@nnedv.org)/202-570-0430 if you need additional information or special assistance with travel related arrangements.