



February 2, 2018

Arnold Jones
Technical Council Managing Director
SNIA
4360 ArrowsWest Drive
Colorado Springs, CO

RE: Hotel Stays for SNIA Technical Symposium meetings

Several times a year the SNIA host Technical Work Group (TWG) meetings at a Technical Symposium. The cost of hosting such events is very high. Instead of a meeting fee, we negotiate a contract with the hotel by which a portion of the revenue obtained from the room charge is allocated to cover a portion of the cost of the meeting rooms and meals (breakfast and lunch) that we provide to the attendees. 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 SNIA is a volunteer organization with a small staff. SNIA 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 SNIA at the 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 SNIA 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,

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