



GENERAL INFORMATION

Welcome to the ACLI 2019 Forum 500 CEO Leadership Retreat. We hope you find the following information helpful as you make your travel plans.

CONFERENCE REGISTRATION & BADGES

Early Special registration rate is available until March 29, 2019.

Your badge and meeting materials may be picked up at the ACLI Registration Desk.

Registration Fees

Date of registration	Before 3/29/19	After 3/29/19
ACLI Member Company	\$1,495	\$1,695
Spouse/Guest	\$350	\$350

Registration Hours

Tuesday, May 7	2:30 pm – 5:00 pm 5:30 pm – 7:00 pm
Wednesday, May 8	7:30 am – 4:00 pm
Thursday, May 9	8:00 am – 12:30 pm

BADGE CORRECTIONS

The name, company and address that appear on your registration form will be used for your badge and the registration list. (Where a nickname has been indicated in our database, it will be used on your badge.) If corrections are necessary, please notify ACLI at genevabarber@acli.com.

MEETING CANCELLATIONS/REFUNDS

Cancellation notices must be submitted in writing to ACLI email at genevabarber@acli.com.

- Refund requests must be received no later than **Friday, April 5**. No refunds will be issued after April 5.
- Fees are refunded less \$175 administrative fee.
- Activity cancellations refunded less \$25 administrative fee.
- Spouse/Guest cancellations are refunded less \$25 administrative fee
- Substitutions are welcome, but should be emailed to genevabarber@acli.com.

HOTEL INFORMATION

Park Hyatt Washington D.C.
1201 24th St NW
Washington, DC 20037
(202) 789-1234



*Please indicate that you are attending ACLI's Forum 500 CEO Leadership Retreat to receive the group rate. * Reserve online: [click here](#)

Room accommodations and rates have been reserved for meeting participants. By reserving your room at the Park Hyatt Washington DC, you are helping ACLI fulfill our hotel contractual obligations, ultimately reducing the overall cost of the meeting: **\$329** per night plus applicable taxes.

*If you have any issues securing a room please contact Amy Knobloch at amyknobloch@acli.com

Cutoff date for ACLI room rate is Friday, April 5, 2019 or once the ACLI room block is filled (whichever comes first). In order to confirm your room reservation, you need to provide a first night's deposit. Reservations received after this date will be made on a space available basis, at the hotel's prevailing rate.

Hotel check-in: 4:00 pm Hotel check-out: 11:00 am

Hotel room cancellations: The hotel must receive your cancellation 7 days before your scheduled arrival to avoid the cancellation penalty of one night's room and tax fee.

PARKING

Valet parking is \$56 per night.

PROGRAM UPDATES

For more information, visit our website:

<https://www.acli.com/Events/All-Events/Forum-500-2019>

PRESENTATIONS

PRESENTATIONS WILL BE AVAILABLE ONLINE AS THEY ARE RECEIVED.

AIRPORT / GROUND TRANSPORTATION

The hotel is a quick drive from Reagan National Airport. The taxi fee is about \$15 and 15 minutes without traffic.

WEATHER

During the month of May, temperatures in Washington, DC average in the low 60s.

WHAT TO WEAR

Business casual attire for most functions of the conference is appropriate. For men, business casual attire constitutes—slacks, collared shirts, sweaters, and jackets without ties. Women may wear slacks, sweaters, blouses, dresses or skirts.

SPOUSE/GUEST PROGRAM

There will be a spouse hospitality suite available at the hotel. A full spouse/guest program will be announced shortly.

DINING AT PARK HYATT WASHINGTON D.C.

Blue Duck Tavern is a neighborhood Georgetown restaurant serving creative American cuisine crafted from the region's freshest, seasonal ingredients. Our casually-chic West End tavern evokes the warmth and inviting setting of a residential kitchen and a communal gathering place.

Our kitchen is rooted in the concept of serving simple, rustic food with an artisan approach. Our menu reflects the seasons and the chef's creative mood, giving locals and travelers classic American cuisine with a fresh flavor attitude.

Daily Hours:

6:30–10:30 AM

11:30 AM–2:00 PM

5:30–10:30 PM