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May 16, 1994

Dear Wilma Mankiller:

EEI is working with the National Institutes of Health (NIH) to secure hotel accommodations for the attendees of the **68th Advisory Committee to the Director on June 2, 1994**. The meeting will be held on the NIH campus, Building 31, Conference Room 10.

LODGING

EEI has reserved a group of sleeping rooms at the Holiday Inn - Bethesda at the negotiated price of \$113/night.

You are confirmed for the following:

arrival _____ departure _____
single _____ double N/A guaranteed for late arrival _____
smoking _____ nonsmoking _____ no preference _____

If your plans change, please be sure to call the hotel reservations department directly at 301/652-2000 no later than 12 noon on your scheduled date of arrival to avoid being charged for the room.

You will be responsible for payment of your hotel room and all incidentals upon check-out. Hotel check-in time is 4:00 p.m. Check-out time is 12 noon.

Ground Transportation from Airport to Hotel: You are responsible for making your own ground transportation arrangements. Depending on the time of day, drive time from Washington National Airport to Bethesda is approximately 30-40 minutes. Taxi service from National Airport to Bethesda will cost approximately \$30-35.00.

Metrorail Information: From Washington National Airport, take the Yellow Line to Gallery Place. Transfer to the Red Line toward Shady Grove/Grosvenor; exit at the Bethesda stop. Walk 2 blocks north on Wisconsin Ave. The hotel is located on the left at 8120 Wisconsin Ave.

From Union Station, take the Red line toward Shady Grove/Grosvenor; exit at the Bethesda stop.