



NATIONAL COUNCIL OF  
TEACHERS OF MATHEMATICS

To: 2013 Annual Meeting Program Committee  
From: J'ana McCaleb, Annual Meeting Program Planner  
Re: 1<sup>st</sup> Planning Meeting in Denver, CO  
September 17-18, 2011  
Date: July 22, 2011

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### Meeting Specifics

The 1<sup>st</sup> Planning Meeting is scheduled for:  
Saturday, September 17<sup>th</sup>, 9 a.m. – 4 p.m.  
Sunday, September 18<sup>th</sup>, 9 a.m. – 12 p.m.

The meeting will be held in the Quartz Room (3<sup>rd</sup> floor) at the Hyatt Regency Denver. An agenda will be provided at the start of the meeting.

Lunch will be provided both Saturday and Sunday.

### Hotel

Housing arrangements have been made for you at:  
Hyatt Regency Denver at Colorado Convention Center  
650 15<sup>th</sup> Street  
Denver, Colorado 80202  
(303)-436-9102

Your hotel reservation has been guaranteed for late arrival. Your room (single, non-smoking room) and tax will be charged to NCTM's master account, but incidentals are your responsibility and must be paid at checkout.

### Arrivals/Departures

Your arrival and departure is scheduled for:  
Arrive - Friday, September 16<sup>th</sup>  
Depart - Sunday, September 18<sup>th</sup>

As the meeting will not end until 12 p.m. on Sunday (with lunch following until 1 p.m.), please plan your return trip home accordingly. If you need to make any changes to your arrival or departure dates, please notify me immediately so that I may inform the hotel.



### **Attire**

Casual attire is appropriate for the meeting. You will be taking a short tour (approximately 30 minutes) of the convention center on Saturday, so be sure to wear comfortable shoes.

### **Travel Agency**

You may contact Association Travel Concepts (ATC) at (800)-755-3899 to make your airline reservations. Office hours are 8 a.m. - 4:30 p.m. Pacific Time, Monday through Friday. Please do so before the 21-day advance purchase date. ATC will bill us for your tickets; however, you are responsible for any non-NCTM travel added on the airline ticket for this meeting. NCTM will bill you for the portion that is not related to NCTM meeting travel.

If you choose to drive to the meeting in Denver, NCTM will reimburse up to the cost of an airline ticket (round trip from your local airport to the meeting destination twenty-eight days prior to the meeting). Mileage is reimbursed at the rate of 55 cents per mile (when one's personal car is used). Mileage and the cost of parking the car at the hotel are included in the reimbursement amount. Please notify me if you intend to drive to the meeting.

### **Airport to Hotel**

Taxis and airport shuttle services (shuttle service is upon request, contact the hotel for ticket information) are available to transport you from the Denver International Airport (DEN) to the Hyatt Regency Denver.

### **Expenses**

Travel expense report forms will be provided at the meeting. Please use the form for any expenses incurred in connection with the meeting. Receipts are needed for anything \$25.00 and over. Please return the completed form, with appropriate receipts, to me by October 7<sup>th</sup>.