



WORKFORCE DEVELOPMENT COUNCIL

317 W. Main Street, Boise, ID 83735-0790

NOTICE OF MEETING

DoubleTree Hotel Boise—Riverside
2900 Chinden Boulevard, Boise, Idaho 83714

Thursday, January 27, 2005:

- 7:30 a.m. – 8:30 a.m.: Orientation for New Members only: **Garnet Room, Lobby Level, Take hallway to the right as you face the Front Desk** (Breakfast will be served.)
- 8:00 a.m. (Registration) 8:30 a.m.– 12:00 noon: Joint Conference: **Ponderosa Room Convention Center, Lobby Level** (Economic Advisory Council, Idaho Travel Council, Science & Technology Advisory Council, Workforce Development Council and Idaho Rural Partnership)
- 12:00 noon – 1:00 p.m. Lunch: **Tamarack Room Convention Center, Lobby Level**
- 1:00 p.m. – 5:00 p.m.: **Director's Forum: Ponderosa Room Convention Center, Lobby Level**

Friday, January 28, 2005: **Juniper Room Convention Center, Lobby Level**

- 8:00 a.m. – 12:00 noon: **Full Council**

Hotel Accommodations: DoubleTree—Riverside, telephone (208) 343-1871 or 1-800-222-8733. Please make your room reservations as soon as possible. Contact them prior to **January 12** and tell them you are attending the **Workforce Development Council** meeting to receive the special rate of \$70 for a single or \$80 for a double room. Billing for single room charges for Council members will be sent to Idaho Commerce and Labor for direct payment. Members should pay incidentals and any additional guest charges. (Please be aware that the DoubleTree—Riverside has a 24-hour cancellation policy.) Authorized expenses should be reported on the Travel Form. Interested parties will be responsible for their room charges. The DoubleTree—Riverside provides shuttle service to and from the airport. If the shuttle is unavailable, you can be reimbursed for taxi fare. For further information about the hotel go to: <http://www.doubletree.com>.

Airline Reservations: You will need to make travel arrangements as soon as possible to get the best airfares. Request the State of Idaho government fare if it is available from your area and if it is the lowest fare.

Travel Form: Council members will be reimbursed for travel. Members driving their private vehicle will be reimbursed at the rate of 37.5 cents per mile (effective 01/01/04) based on the State's Travel Mileage Chart. The in-state per diem allowance is \$30/day and includes all tips and gratuities paid for services. The breakdown for each meal is: \$7.50 for breakfast, \$10.50 for lunch and \$16.50 for dinner.

Adequate Parking is available at the DoubleTree—Riverside.

Elevator or Stairway Access: Please contact Alice Taylor if you need further information.

Special Accommodations for Persons with Disabilities: If you have any special needs that we can address, please notify Alice Taylor no later than 7 days in advance. Thank you.

For further information:

On logistics: Please contact Alice Taylor, Workforce Systems, Idaho Commerce and Labor, phone (208) 332-3570 ext. 3313, FAX (208) 332-7417 or e-mail alice.taylor@cl.idaho.gov.

About the Workforce Development Council: Please contact Cheryl Brush, Workforce Systems, Idaho Commerce and Labor, phone (208) 332-3570 ext. 3312.