



WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

NOTICE OF MEETING

Date: Wednesday, January 13, 2016 starting at 9 a.m. – 4:30 p.m.

Location: Oxford Suites Hotel
1426 S. Entertainment Avenue
Boise, Idaho 83709

Hotel Accommodations:

Oxford Suites Hotel
1426 S. Entertainment Avenue
Boise, Idaho 83709
(208) 322-8000

Call or email Jackie Haney (208) 332-3570 ext. 3206 or jackie.haney@labor.idaho.gov for a room block reservation.

The hotel will direct bill the department.

Deadline for room reservation is Monday January 4, 2015

Airline Reservations:

Please arrange for your own flights as soon as possible. If you need assistance, contact Jackie.

Driving Directions:

Conveniently located adjacent to the Boise Spectrum, you can enjoy the Edwards 21 Screen Theatre, IMAX Theatre, and a multitude of shops and restaurants.

From the Airport - Take Interstate 84 West, 4 Miles to Cole Rd. Exit 50-A and turn right on Cole Rd., then right on Overland Rd. Staying in the right lane, turn right on Entertainment Ave.

More information about the hotel:

Complimentary airport shuttle and self-parking available.

<http://www.oxfordsuitesboise.com/>

Please contact the hotel to make shuttle arrangements after you book your flight.

Reimbursement for Members:

Report authorized expenses on travel form provided. (See *Workforce Development Council Manual*). **Please bring your flight receipt with you.**

For information on logistics: Please contact: Jackie Haney, Idaho Department of Labor, phone (208) 332-3570 ext. 3206 or e-mail jackie.haney@labor.idaho.gov.

About the Workforce Development Council: Please contact: Susan Simmons, Workforce Policy, Idaho Department of Labor, phone (208) 332-3570 ext. 3361 or e-mail susan.simmons@labor.idaho.gov.

Please respond to this email to R.S.V.P.

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