



45TH

HPC USER FORUM APRIL 16 17 18 2012

THE JEFFERSON HOTEL / RICHMOND / VIRGINIA

DEADLINES!

Hotel registration deadline April 12 2012.

After deadline to see if space is available contact Mary Rolph at maryrolph@aol.com

ATTENDANCE FEE

HPC User Forum members fee \$450 per person.

HPC User Forum Non-members fee \$3,500 per person (\$3,050 Non-member fee plus \$450 Forum fee).

These fees include most meals and refreshments during meetings, handouts, meeting room charges, A/V rental, meeting planning staff, and other services. Transportation and hotel costs are not included.

Membership questions contact Earl Joseph at ejoseph@idc.com

VENUE

The Jefferson Hotel / 101 West Franklin Street / Richmond / Virginia 23220 / Phone 804 788 8000 / Fax 804 225 0334.

FORUM AGENDA

SEE DETAILED AGENDA <http://www.hpcuserforum.com/>

Monday April 16 / Registration and Dinner 5:00 pm-10:00 pm.

Tuesday April 17 / User Forum meeting and Special Dinner Event 8:00 am-10:00 pm.

Wednesday April 18 / User Forum meeting 8:00 am-5:00 pm.

REGISTER / PAYMENT

Register online at <http://www.hpcuserforum.com/>

You will receive an e-mail acknowledgement within a few days confirming your registration and hotel reservation. If you do not receive an acknowledgement, contact Mary Rolph via e-mail at maryrolph@aol.com or telephone 715 442 2162.

NOTE! PAYMENT: The Jefferson Hotel will charge the Forum Attendance Fee to your credit card at the **beginning of the Forum.**

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HOTEL RESERVATION

Special discounted rooms have been blocked at The Jefferson Hotel for User Forum attendees for Monday April 16 and Tuesday April 17 on a first-come, first-served basis. A limited number of rooms are available Wednesday April 18 at the discounted rate.

To make your hotel reservation register online at <http://www.hpcuserforum.com/> Special User Forum rates available through Mary Rolph Resources. **DO NOT CALL THE HOTEL DIRECTLY FOR RESERVATIONS.**

Room rate is \$179 plus 13% tax. (User Forum attendance fee NOT INCLUDED.)

Room rate includes complimentary high speed wireless internet access in guestroom.

Check-in time 3:00 pm. Check-out time 12 noon.

AIRPORT / TRANSPORT

Richmond International Airport (RIC) is 8.8 miles / 20 minutes from the hotel.

The Jefferson Hotel does not provide transportation service from the airport.

Taxi Service from RIC / Average fare is \$30-\$35 per trip.

James River Transportation / \$35 per vehicle one way. Reservations recommended. Call 855-831-4343 or 804-249-1052 (Richmond), or, if more than 24 hours in advance, you may book online at <http://www.jamesrivertrans.com/richmond.html> Reservations for your return trip may be made at that time. Walk-up service is available at counter inside the Richmond airport. Upon arriving at hotel, guests may go to the Concierge desk and fill out a form to have the charge applied to their guest room bill.

Hotel Parking / The hotel offers both valet and self parking in a secure lot. Rates are \$16.00 for valet and \$12.00 for self parking overnight.

Hotel map and driving directions / <http://www.jeffersonhotel.com/experience/directions>

Local Transportation / The Jefferson hotel offers complimentary transportation to all downtown destinations. Advance reservations required through the concierge.

CANCELLATIONS

Forum registration cancellations received after Thursday April 12 will be charged the full Forum Attendance Fee.

Hotel reservations not cancelled by 4:00 pm on date of arrival will be subject to room and tax cancellation fee for the first night of the reservation.

All **“no shows”** at the Forum will be billed the full Forum Attendance Fee plus hotel cancellation charge of one night room and tax.

QUESTIONS

Membership questions contact Earl Joseph at ejoseph@idc.com

Forum Registration and Hotel Reservation questions contact Mary Rolph at maryrolph@aol.com or phone 715 442 2162.

SEE YOU IN APRIL IN RICHMOND!