Meeting Registration: Participants should register for the meeting and indicate their room preference on the online form at [http://www.regonline.com/CACG_Network_Meeting_June_2010](http://www.regonline.com/CACG_Network_Meeting_June_2010) no later than **Tuesday, May 25, 2010**. The meeting begins on Monday, June 14 at 8:30am and will end on Tuesday, June 15 at 12:00pm. The meeting will take place at the State Higher Education Policy Center, which is across the street from the hotel. Please schedule your flights so that you are able to participate in the entire meeting.

Under the CACG Network Agreement, WICHE will pay for two participants from each Network state to attend the meeting. This includes airfare, two nights hotel stay (plus an additional night if you are not able to secure a flight home on June 15), and other meeting-related travel expenses. The hotel rooms for participants from Network states will be paid by WICHE directly, but all other meeting-related expenses will be handled on a reimbursement basis. Representatives from non-Network states are responsible for all meeting-related expenses, including hotel and flights. WICHE will reserve rooms for non-Network participants, but these participants will be responsible for paying for their rooms.

**Hotel Information:**
- **Residence Inn by Marriott Boulder**
  - 3030 Center Green Drive, Boulder, Colorado 80301
  - Phone: 303.449.5545

Please indicate during the meeting registration process whether or not you will need a room. If you wish to extend your stay before or after the meeting, rooms are available for $149 plus tax for two days before and two days after the meeting dates at your own expense.

**Air Travel:** Denver International Airport is the nearest major airport and is approximately 40 miles (60 minutes) from the hotel. Reimbursement for airline or rail travel is limited to the amount of economy/coach travel. We encourage travelers to seek the lowest cost fare possible. It is best to obtain advanced approval for any costs related to unusual travel requirements. Please make your own airline reservations as early as possible to secure the best price but not later than two weeks prior to the meeting.

**Ground Transportation:** We recommend taking the Super Shuttle which costs approximately $25 each way or $40 round trip. Take the train from the gate areas to the terminal and proceed up the escalators to Level 5 / Baggage Claim. Claim your luggage (if applicable), and then proceed directly to the SuperShuttle Denver counter (open daily 7:00am - 11:00am) across from the water feature under the Ground Transportation signs. Counter staff will direct you to the appropriate shuttle loading area on Island 3. Service is available on a continuous basis with vans departing approximately every 15 minutes. Reservation and additional information is available at [http://www.supershuttle.com/](http://www.supershuttle.com/).

Rental cars are reimbursed only if they are the least expensive option available or if unique circumstances of the business travel justify the rental. If you are flying with the other network representative, however, and the cost of a shared rental car is comparable to the cost of the shuttle, please feel free to do whichever you prefer. If a rental car is chosen for personal reasons, WICHE will reimburse the traveler for the amount, if any, of a roundtrip shuttle trip between the airport and the WICHE business destination. WICHE will not pay for nor is responsible for insurance, damage, or liability associated with the rental car. Non-network attendees will be responsible for their own ground transportation expenses.

**Dress:** Dress for the meeting is business casual, and we always recommend wearing comfortable shoes.

**Recreation:** Shadowed by the Flatirons, Boulder combines big town sophistication and college town smarts with extreme sports. To explore the city’s attractions and activities, please visit the Boulder Chamber of Commerce website at [http://www.ci.boulder.co.us/](http://www.ci.boulder.co.us/).

For additional information, please contact Cheryl Graves at cgraves@wiche.edu or 303.541.0269.