**Subject: 2016 SEMAP Conference [ April 10th – 15th, 2016 ]**

**Where: Hyatt Place, Richmond Airport**

Hyatt contact: Amy VanSteenburgh, Director of Sales

amy.vansteenburgh@hyatt.com

4404 South Laburnum Avenue

Richmond, VA 23231

Telephone: (804) 549-4865

Fax: (804) 549-4866

Hotel Room Block 4/10-14/2016 (based on a Sunday night stay) @ $121.00 plus Tax per Night

 **(Group Code G-SEMA)**

CUT OFF DATE FOR HOTEL ROOM RESERVATIONS IS **MONDAY MARCH 21, 2016**

**Room Reservations Refer to: SEMAP 2016 Conference**

**Conference Registration: $ 75.00**

Make Checks payable to: William H. Loving

Sorry we cannot accept credit cards.

**Register for Conference by FAX (804-371-0206) or Email William.Loving@vdacs.virginia.gov**

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attendee(s): (*name, telephone #, email address)*

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have any questions contact:

William Loving

VA Office of Weights & Measures Lab

600 N. 5th Street

Richmond, VA 23219

Tel: (804) 786-0479

Email: William.Loving@vdacs.virginia.gov

**ADDITIONAL INFORMATION:**

**Hotel Services & Amenities**

* Complimentary high speed wireless internet service – throughout the entire hotel
* Complimentary shuttle to/from airport
* Complimentary parking for individuals and buses
* Complimentary fitness center
* Indoor swimming pool
* Personal Voice-Mail
* In-room movies
* Direct TV Sports Package
* Hyatt Gold Passport points
* On-site ATM Machine
* Free Breakfast and coffee until 9:30am.
* Bakery Café offering Starbucks specialty coffees, freshly baked pastries, premium beer, wine and cocktails
* Grab ‘n Go case featuring snacks, salads, sandwiches and bottled beverages
* 24/7 Gallery serving made-to-order entrees and snacks

**Other information**

* Located within an upscale shopping mall
* Several restaurants within walking distance of hotel