

## MEMORANDUM

April 2, 2004

**TO: NCAA Division III Commissioners.**

FROM: Timothy W. Gleason, President Division III Commissioners Association

Daniel T. Dutcher, Vice-President for Division III

Bridget Belgiovine, Director of Division III.

SUBJECT: June 9-10 Division III Commissioners Association Meeting.

Once again, the NCAA is pleased to host the annual Division III Commissioners Association meeting in 2004. The meeting is scheduled for Wednesday-Thursday, June 9-10, and will be held at the Omni Severin Hotel, 40 Jackson Place, Indianapolis, Indiana 46225 (phone 317/634-6664; fax 317/687-3612). Sleeping rooms will be reserved at the Omni Severin Hotel (single/double room rate \$119).

The Omni Severin Hotel is 15-20 minutes from the Indianapolis International Airport. Taxicabs cost approximately \$20 (not including gratuity). Another transportation option is Carey Indiana (toll free 800/888-4639), which offers a shared-ride service for \$11 per person each way (not including gratuity). The Carey Indiana terminal is located across from the baggage claim area at the Indianapolis airport. Carey Indiana uses stretch limousines, sedans or 10-passenger vans. Twenty-four hour advance reservations for return trips are required, as the Omni is not a scheduled pick-up location.

Your travel arrangements to and from Indianapolis should be made through Short's Travel Management (866/655-9215); your flight expenses will be billed directly to the NCAA. Under the Division III strategic initiative for the annual commissioners' meeting, we will reimburse you for up to two nights at the hotel (room rate plus tax), which will be billed directly to the NCAA. Actual mileage (office/hotel to airport/round trip) and local transportation (airport to/from hotel) expenses also are reimbursable.

Please complete the attached hotel reservation form and return it to Janice Whitehead not later than Friday, April 30, 2004. She will make your hotel reservation according to your instructions, and your room will be guaranteed for late arrival.

We anticipate this year's meeting will begin at 8 a.m. Wednesday, June 9, and adjourn not later than 1 p.m. Thursday, June 10.

An agenda and supplements will be sent to you before the meeting. The final schedule will be included in the agenda mailing, along with meeting room assignments.

Please call Janice or us if you have any questions or if we may be of assistance in facilitating your plans for this meeting.

TWG/DTD/BB:jw

Enclosure