



## UNITED STATES TRANSPORTATION COMMAND

508 SCOTT DRIVE  
SCOTT AIR FORCE BASE, ILLINOIS 62225-5357

### MEMORANDUM FOR CRAF EWG ATTENDEES

FROM: Enterprise Readiness Center, Intermodal Division

SUBJECT: Reservations for Hilton Garden Inn

1. As the CRAF EWG Project Officer, I cordially invite you to attend the Civil Reserve Air Fleet (CRAF) Social and Executive Working Group (EWG) on 19-20 Aug 2015. A no-host social will be held at the Hilton Garden Inn at the Regency Conference Center in O'Fallon IL from 6:30 PM to 8:00 PM, 19 Aug. The EWG itself will meet in the Conference Center from 8:30 AM to 1:00 PM, 20 Aug 2015 with a continental breakfast available at 8:00 AM as well as a working lunch. This will be the third CRAF EWG hosted off base by the National Air Carrier Association.
2. The hotel has reserved a block of 25 standard king rooms with sitting area for check-in on 19 Aug 2015 for up to two nights at the Hilton Garden Inn, O'Fallon IL at a discounted rate of \$115.00 + tax per night. These rooms are available at the following link until 25 July 2015: <http://hiltongardeninn3.hilton.com/en/hotels/illinois/hilton-garden-inn-st-louis-shiloh-ofallon-STLEAGI/index.html>. Enter your arrival and departure dates then click on "More Options" and click on "Add Special Rate Codes" and type in "CRAF15" into the Group Code Box then click "Check Availability." By Phone: Please call 877-782-9444 and use the Group Code: CRAF15 and Group Name: CRAFEWG.
3. For your planning purposes, we will collect approximately \$70 (cash or check payable to "National Air Carrier Association" please) the morning of the 20th to cover the social, continental breakfast, refreshments, and working lunch or \$50 for those participating only in the conference on the 20th which includes the continental breakfast and lunch. A minimum of \$41 is expected of all attendees, even if you do not plan on partaking of the food and beverages, to cover the cost of the venue and audio visual support. Dress for the social is casual, open collar with jacket for non-military members while military members will be in the Uniform equivalent (short sleeve open collar). Dress for the day of the meeting is business attire with military members wearing short sleeve open collar.
4. Please RSVP along with any dietary restrictions by 10 Aug to me, Mr. Tom Scolarici at (618) 220-1044, [thomas.a.scolarici.civ@mail.mil](mailto:thomas.a.scolarici.civ@mail.mil), or Maj Alan Partridge at (618) 220-5946, [alan.j.partridge.mil@mail.mil](mailto:alan.j.partridge.mil@mail.mil).

Sincerely,

TOM SCOLARICI