



December 12, 2017

TO: COGR MEMBERSHIP

FROM: Toni Russo, Administrative Officer & Policy Analyst

SUBJECT: Registration for the February 2018 COGR Meeting in Washington, D.C.

The Council on Governmental Relations will hold its next regular meeting at the Washington Marriott Georgetown Hotel, 1221 22nd Street, Washington, D.C. on February 22-23, 2018.

The member interests groups will be held on Thursday, February 22 between 10:00 a.m. - 11:45 a.m. Topics for the interest groups will be finalized in early February and focus on the most current issues. Registration begins at 8:30 a.m. preceding the sessions.

Thursday, February 22, 2018

- 8:30 a.m. – 2:30 p.m. Registration
- 10:00 a.m. – 11:45 p.m. Current Topics Sessions
- 12:00 pm. – 1:00 p.m. Buffet Lunch
- 1:00 p.m. - 2:00 p.m. Guest Speaker
- 2:00 p.m. - 2:15 p.m. Break
- 2:15 p.m. – 3:45 p.m. University Forum
- 3:45 p.m. – 4:00 p.m. Break
- 4:00 p.m. – 5:30 p.m. Federal Forum
- 6:00 p.m. – 8:30 p.m. Reception and Buffet

Friday, February 23, 2018

- 7:30 a.m. - 8:30 a.m. Buffet Breakfast
- 8:30 a.m. - 10:00 a.m. Other Association Updates/Committee Reports
- 10:00 a.m. – 10:15 a.m. Break
- 10:15 a.m. - 12:00 p.m. Continuation of Committee Reports
- 12:00 p.m. Adjournment

The agenda for this meeting is being prepared and will be available in early February. In the meantime, those planning to attend will want to make their travel and hotel reservations. The hotel has established **Tuesday, January 23, 2018** as the cut-off date for receipt of reservations at the COGR rate. However if the COGR block fills before this date, reservations will be accepted only on a space and rate available basis. Check-out time is 12:00 Noon/Check-in is 4:00 p.m. Hotel management has assured us that when guestrooms are available earlier than 4:00 p.m., you will be allowed to check-in early. The February 2018 sleeping room rate is \$299.00 single/double. [Book your group rate for Council on Governmental Relations 2018](#)

or you may call (800) 228-9290.

Please complete and return a registration form with your registration fee of \$400.00 to the COGR office. **You may pay with a credit card by visiting the COGR website at www.cogr.edu and registering/paying on-line.** If it is necessary to cancel your registration, such cancellation will be accepted through **Friday, February 16, 2018** and the registration fee will be refunded. Cancellations must be in writing, either **through mail, email, or by fax.**

Attendance at COGR meetings is limited to employees of member universities, their governing boards and research foundations, as well as affiliated hospitals and affiliated research institutes.

Cancellation Policy: COGR will no longer be able to refund meeting registration fees or carry over registrations to the next meeting if the request is made past the cancellation deadline, except for under rare and limited circumstances. Weather and work related issues are not considered rare and limited circumstances. Thank you for understanding.



Council On Governmental Relations

I plan to attend the February 22-23, 2018 meeting of the Council on Governmental Relations to be held at the Washington Marriott Georgetown Hotel, (202) 872-1500. Enclosed is my registration fee. (You may pay with a credit card by visiting the COGR website at www.cogr.edu and registering/paying on-line.)

PLEASE NOTE: THE REGISTRATION FEE IS \$400.00.

(FEIN: 52-1847000)

NAME _____

TITLE _____

INSTITUTION _____

ADDRESS/CITY/STATE/ZIP CODE _____

TELEPHONE NUMBER _____

EMAIL ADDRESS: _____

If you should have to cancel your registration, please do so by February 16, 2018. After that date your registration fee cannot be refunded. Cancellations must be in writing, either by mail, email, or FAX.