

December 19, 2016

The following was sent to all program directors.



Schedule Changes - Joint Administrative Meetings and Program Director Institute - Please Read

Good afternoon program directors,

I'm writing to provide advance notice of KYAE-sanctioned changes in plans for the remaining KYAE Program Director Institute sessions and joint administrative meetings. Please be advised of the following changes in schedule:

January meeting changes:

- The two-day meetings previously scheduled for 1/26-27/17 have now been revised to a three-day meeting schedule. **The revised dates are 1/25/17, 1/26/17, and 1/27/17.** All three January meetings will be held from 8:00 a.m. – 4:30 p.m.
- The Program Director Institute session will be held on 1/25/17 and the administrative meetings will be held on 1/26-27/17.
- The 1/25/17 Program Director Institute session **will be held at the Lexington Center** in Thoroughbred Rooms 1-3 on the third floor. Please be advised that you may access The Lexington Center via the Hilton Lexington/Downtown Pedway.
- The 1/26-27/17 administrative meetings will be held in the Hilton Lexington/Downtown, as before.
- Even though the January Program Director Institute will be held in the Lexington Center, all directors should park in the Hilton Lexington/Downtown parking garage for all meetings, as before. Please park in the Hilton garage, enter the Hilton, and access the Lexington Center by either using the Hilton Pedway or by crossing the street.
- Parking in the Hilton garage is free and will be validated for both directors who commute and for directors who lodge at the Hilton. **However, please be advised that we have no other method of validating parking for those who choose to park outside of the Hilton garage.**
- Lodging is available at the Hilton Lexington/Downtown from 1/24-26/17 for all directors who are traveling over 40 miles to attend the meetings. Please contact Leta Martin at la.martin@moreheadstate.edu to reserve your room. The deadline for all reservation requests is 1/10/17. **Lodging cannot be guaranteed for those who make requests after the deadline has passed.**

May meeting changes:

- The meeting times for the two-day meetings scheduled for 5/11-12/17 have been revised to 8:00 a.m. – 4:30 p.m. for both days.
- Because the meeting is scheduled to begin earlier on 5/11/17, directors who must travel over 40 miles to attend may prefer to secure lodging for this meeting as well. Please consider your lodging needs and contact Leta Martin to reserve your room by the aforementioned 1/10/17 deadline.

I apologize for any inconvenience these revisions may pose. Please feel free to contact me at l.looney@moreheadstate.edu if you need further clarification. I look forward to seeing all of you again in January and hope you have time to relax and enjoy the holidays.

Kindest regards,

Lori Looney

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