

THE AMERICAN EMPLOYMENT LAW COUNCIL

****ONLINE REGISTRATION AVAILABLE AT www.certifiedtravel.org or www.aelc-law.org ****

MEMORANDUM

**RE: Nineteenth Annual American Employment Law Council Conference
 October 19 – 22, 2011
 Ojai Valley Inn & Spa
 Ojai, California**

Date: June 10, 2011

FROM: Barry A. Hartstein, 2010/2011 AELC Conference Chair

The Nineteenth Annual American Employment Law Council Conference will be held October 19 - 22, 2011 at The Ojai Valley Inn & Spa in Ojai, California. The conference will begin with early registration and a reception on Wednesday, October 19th commencing at 6:00 pm and will end at 12:00 pm on Saturday, October 22nd.

Certified Travel Associates, Inc. will administer the travel and registration process for the Nineteenth Annual AELC Conference in Ojai. We ask that you direct all communications regarding conference registration and hotel accommodations to the Conference Services Division at Certified Travel – 19 Aviation Road, Albany, NY 12205. Telephone (800) 237-1517 or (518) 783-6001; fax (518) 783-6003 or email conferences@certifiedtravel.org.

CONFERENCE VENUE: The Ojai Valley Inn & Spa

Ojai Standard Guest Rooms are \$369.00 per night single or double occupancy.

Averaging 425 square feet, these rooms are located throughout the beautiful 220-acre Spanish Colonial styled resort. Generously appointed with the finest linens, "Ojai Nest" bedding and Spa Ojai amenities. Guests receive resort privileges including complimentary valet parking, free newspaper, and access to fitness classes, pools and the driving range.

Fireplace Shangri-La Rooms are \$446.00 per night single or double occupancy.

Averaging 550 square feet, these rooms feature a romantic Spanish styled fireplace as well as a deep soaking tub and separate glass shower. Furnished balconies/porches offer additional living space with views of the resort. Bedding, amenities and resort privileges are the same as Ojai rooms

Fireplace Shangri-La Mini Suites are \$546.00 per night single or double occupancy.

Averaging 625 square feet, these suites feature a romantic Spanish styled fireplace with seating area and a deep soaking tub and separate glass shower. Furnished balconies/porches offer additional living space with views of the resort. Bedding, amenities and resort privileges are the same as the Ojai rooms.

Group rates will be honored three (3) days before and three (3) days after the conference dates, based on availability. These rates do not reflect the current room tax of 13%. Check-in time is 4:00 pm; check-out time is 12:00 pm. For information on upgrade options at the host hotel or bookings at nearby hotels, please contact Certified Travel's Conference Services Division at 800-237-1517 ext. 4.

ABOUT OJAI

The Ojai Valley Inn & Spa, located in the charming historic Spanish-style town of Ojai, is only fourteen miles from the Pacific Ocean. Ojai's unique east-west orientation attracted the Chumash Indians, the original inhabitants of this area who revered it as a place of healing, as well as contemporary spiritual seekers who ascribe mystical powers to this valley that is still called "The Nest." Today, the Ojai Valley is a haven for artists, writers, and movie stars who find inspiration in Ojai's serene beauty.

Ojai's charms are many. A village of about 8,000, Ojai is a vibrant place with so much natural beauty that it gained fame decades ago when the area was photographed to represent Shangri-La in the 1939 movie, *The Lost Horizon*. Filled with delightful shops, art galleries, and a host of places to retreat from the fast-paced lifestyle that can knot the nerves, Ojai invites you to walk its oak-shaded paths taking some time to drink in the serenity of it all.

The average high in October in Ojai is 82 degrees and the average low is 47 degrees.

AIRFARE

Please call Certified Travel for travel arrangements at 800-237-1517 x 302 and identify yourself as a participant in the AELC meeting in Ojai as soon as possible in order to ensure the lowest rates possible.

TRANSFERS

The **Los Angeles International Airport** in Los Angeles is 1 ½ to 2 hours from the Ojai Valley Inn & Spa. The **Burbank Airport**, which is 1 ½ hours away, handles only domestic flights. The much smaller, regional **Santa Barbara Municipal Airport** is 1 hour away. Transfers to and from the Los Angeles International Airport to the Inn are being offered through Roadrunner Shuttle & Limousine – up to 3 people in a town car costs \$194.00 +15% gratuity one way. Call 805-389-8196 to arrange a pick up. Taxi service is also available for roughly \$200.00. Go to www.topatopataxi.com to reserve a taxi or for other transfer options.

PARKING

Parking at the Inn is complimentary.

REGISTRATION

The conference registration fee of \$899.00 for In-House Counsel, and \$1,099.00 for Outside Counsel includes your \$100.00 annual membership fee, which gives you access to the AELC web-site, www.aelc-law.org. **An early bird registration discount of \$75.00 is available for registrations paid in full by July 8, 2011!** Registration will include an electronic version of the AELC 2011 materials on a thumb drive, along with a paper version of Paul Grossman's EEO updates. Registrants can order a hard copy of a full set of the materials for an additional \$75.00.

Ticketed meals are separately described in the enclosures. Hotel reservations will be on a first come, first served basis. ***We advise early registration, as space is limited.*** Upon receipt of the deposit and paid registration fee, confirmation will be forwarded to you. No confirmation will be sent without payment in full of registration costs. The hotel balance is due upon departure and is payable directly to the hotel.

You may now register online at www.certifiedtravel.org or www.aelc-law.org. Online registration will allow you to pay all fees by credit card. You can also register directly with Certified Travel by fax at (518) 783-6003, by regular mail or by overnight express. Faxed registrations will only be confirmed if paying by credit card. Otherwise, the faxed form must be followed immediately by a completed, signed registration form and check delivered to Certified Travel, Attn: Conference Services Division, Certified Travel, 19 Aviation Road, Albany, NY 12205. When mailing in your form, please include your conference registration fee, the first night hotel deposit, payment for any spouse/guest events and any ticketed meals you may wish to reserve. ***All registration and ticketed meal fees must be paid in full prior to attendance at the conference.***

CONTINUING LEGAL EDUCATION

The Council will seek credits against CLE requirements for this program in all jurisdictions from which participants in the conference wish credit. Attorneys admitted to practice in states with mandatory CLE should so state on the registration form. Participants may be required to file for credit on their own behalf in some jurisdictions due to local rules. In such cases, the Council will provide the necessary forms and proof of attendance.

SPECIAL THURSDAY DINNER & TICKETED THURSDAY AND FRIDAY LUNCHESES

We have arranged for a special dinner for all of the conference participants and guests on Thursday evening. The cost is \$125.00 per person. The dress is smart casual.

We have arranged ticketed lunch for Thursday and a boxed lunch on Friday. Thursday's lunch will include small group discussions for corporate counsel; for managing partners and practice group chairs; and for other attendees of the program. Friday's boxed lunch provides an opportunity for participants to meet and network among themselves. Thursday lunch is \$49.00 per person and Friday's boxed lunch is \$39.00 per person. Sign-up is available on the enclosed registration form.

GOLF

Arrangements for golf are being handled by Lawrence Ashe. Please fill out and return the enclosed form to Certified Travel to register or contact Lawrence for further information at (404) 253-6000 or lawrenceashe@asherfuse.com. **There is a 72 hour cancellation penalty. This will be charged to your credit card in the event of a late cancellation or no show.**

TENNIS

Arrangements for tennis are being handled by Pete Wade. Please fill out and return the enclosed form to Certified Travel to register or contact Pete for further information at (614) 462-2276 or fwade@szd.com. **Tennis must be paid for in advance. There is a 14-day cancellation penalty.**

SPOUSE/GUEST BREAKFAST

There will be a Spouse/Guest Breakfast on Thursday, October 20, 2010 at 9:30 am. The cost is \$25.00 per person. This includes a full breakfast and a chance to meet old friends and make new ones.

SPOUSE/GUEST TOUR - WINERY TOUR & WINE TASTING

We will meet in the hotel lobby to begin our adventure on Friday October 21st, beginning at 10:00 am. The cost is \$115.00 per person. Cost is non-refundable after October 3rd, 2011.

Enjoy a chance to meet and mingle with other Spouse/Guests with Wine tasting in Santa Ynez & Santa Barbara. We'll visit three wineries, including tastings and introductions to the wines by the winery personnel. A Boxed Lunch is included in the package. Professional local tour escort throughout.

SPA & HEALTH CLUB SERVICES

One of the top spas in the world awaits you. A fresh and clean linear design exudes an essence of warmth and relaxation while preserving the sense of place that is Ojai's signature.

Access to the health club is included in your room rate.

We encourage you to sign up for spa therapies and treatments in advance – THEY WILL FILL UP QUICKLY. The spa can be reached through the hotel reception at 805.646.1111.

CANCELLATIONS AND REFUNDS

All cancellations and refund requests must be made *in writing* to Certified Travel. Prepaid program registrations cancelled fourteen (14) or more days before the opening session of the conference will be refunded, less \$300.00 for annual membership, a thumb drive copy of the conference materials, administrative and handling fees. No-shows and those cancelled fewer than fourteen (14) days prior to the opening session will not be eligible to receive a refund, but will receive AELC Membership, access to the AELC website, and a complete set of conference materials via thumb-drive subsequent to the conference, in full consideration of the fees paid. ***All ticketed meals, tennis, golf and events (except the spouse tour) are refundable up to 14 days prior to the event.***

There is a \$50.00 service charge on any hotel cancellation once the reservation has been made. In addition, the hotel will charge a one night fee for any cancellation received within 14 days of the arrival date, failure to "show", late arrival. Unless changed before or at check in, the hotel will charge a penalty for early departure. Reservations made within 14 days of arrival will be subject to an additional \$15.00 charge. Please note there is no penalty for revising a reservation prior to your arrival at the hotel.