



# *National Association of Railway Business Women*

NATIONAL BOARD OF DIRECTORS

## SUMMER BOARD MEETING

Inn of Chicago  
Chicago, IL

July 23, 2011

**National Convention Chairman**

### **PLAN OF WORK**

In accordance with Article VII, Section 3(a) of the bylaws, I shall, under the direction of the National President and with the help of the Chicago Chapter, make all plans for the 2012 National Convention to be held in Chicago, IL, May 18-19, 2012.

A contract has been signed with the **Inn of Chicago – Magnificent Mile**. A block of sleeping rooms has been reserved with the price of \$139.00, plus tax. Meeting rooms have been tentatively assigned. There are numerous modes of transportation to the hotel, directions are attached. Parking at the hotel is \$36.00 per day for self-parking and \$41.00 per day for valet that includes in and out privileges. There is also an off-site alternative parking location by Midway Airport.

Hotel reservations should be completed as soon as possible! We only have 50 rooms reserved in our block. Because Chicago is a popular location with lots of other conventions, please make your reservations now by early by calling **(312) 787-3100!**

Plans for Fun Night are underway with the theme of Chicago – The Roaring 20's! Chicago is the home to Al Capone and the flappers. It will be complete with many exciting events for the evening. Start working on your costumes now as there are many great awards to compete for!

A Pre-Convention Tour has been planned. It will begin with a shopping spree with *ShopParty!* After four hours of the most exhilarating Chicago shopping, lunch will be served at Mike Ditka's Restaurant followed by a tour of Chicago Union Station. The station tour will be complete with a presentation on the CREATE Project, a multi-billion dollar effort to handle the freight and passenger congestion in the Chicago area. We will be returning to the Inn of Chicago's 22<sup>nd</sup> Floor Skyline Terrace for our hospitality night.

A Post-Convention Tour has also been planned. It includes discounts on the Chicago CityPASS and Chicago's BEST TOUR with a group luncheon on Sunday, May 20, 2012. The CityPASS is good for nine (9) days and allows the pass holder to visit the Shedd Aquarium, The Field Museum, Skydeck Chicago, Adler Planetarium or Art Institute of Chicago, and the John Hancock Observatory or Museum of Science and Industry. The BEST TOUR is good for three (3) days and allows the passholder to take 4 tours; The Signature Tour, The West, North, and South Neighborhood Tours. The group luncheon location is forthcoming.

The design of the charm has been approved. The charm will be brass with a gold-plated overlay. The bid was submitted by Trish Musser of Helinger Advertising, who has made our charms for previous conventions.

In August, Committees will be appointed to work with the First Vice President to obtain a Public Affairs Speaker, the Second Vice President in planning the Presidents' Brunch, and the Third Vice President in planning the Membership Luncheon and Memorial Service.

A proposed budget and tentative schedule has been prepared for the Board's approval. Various other committees will also be appointed in August to handle the registration, credentials, printing and all other arrangements to make this a great convention.

Patti A. Smith  
National Convention Chairman

Available at [www.narbw.org](http://www.narbw.org) and attached:  
National Convention Registration  
Proposed Convention Agenda  
Proposed Convention Budget  
Transportation Directions to Hotel

# N.A.R.B.W. Convention Registration Form

68th Annual Convention in Chicago, Illinois, May 18 - 19, 2012



All registrations must be postmarked by April 16th. No refunds after May 15th.

Use a separate form for each attendee. Please be sure to complete all three sections of this form. This Registration Form may be photocopied or it can be printed from the NARBW Web site (WWW.NARBW.ORG) PLEASE MAKE YOUR RESERVATIONS EARLY at (312) 787-3100.

## SECTION ONE: Personal Information

Please type or print clearly.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Chapter: \_\_\_\_\_ Railroad Affiliation: \_\_\_\_\_

Emergency Contact

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Please check one:

Delegate

Alternate

National Board

Emeritus Council

Guest

Other \_\_\_\_\_

## SECTION TWO: Registration Fees and Meals

Convention Registration Fee (for attendance on Friday and/or Saturday)

Please enter: \$65 Member (\$50 early registration), \$5 Host Chapter, \$0 Emeritus Council & All Others

Note: If registration form is postmarked by March 15th then early member registration fee is only \$50.

Convention Meals (check all that apply and enter total)

\_\_\_\_\_ \$40 Presidents' Luncheon

\_\_\_\_\_ \$60 Fun Night

\_\_\_\_\_ \$40 Membership Luncheon

\_\_\_\_\_ \$70 Reception and Banquet

\$ \_\_\_\_\_ - Registration Total (check should be made payable to NARBW)

Hostess Chapter pays only for charms and meal functions.

Emeritus Council pays Fun Night, Membership Luncheon & Banquet.

## SECTION THREE: Survey

Please check all that apply to you.

\_\_\_\_\_ This is my first NARBW Convention.

\_\_\_\_\_ I have mobility issues requiring special accommodations.

\_\_\_\_\_ Request Market Place Table for \_\_\_\_\_ Chapter.

\_\_\_\_\_ Interested in a room mate.

\_\_\_\_\_ Special Needs/Requests \_\_\_\_\_

If you have any questions, please call Patti Smith (618) 580-7859 or E-mail RRGAL3@yahoo.com

Mail your check and this completed form to:

2012 NARBW Convention Registration

Laura Gutteridge

6956 Roundleaf Drive

Jacksonville, FL 32258

Be sure to complete Sections 1-3 and keep a copy of this form for your record.

Your check should be in the amount of the Registration Total in Section 2.

**The Check should be made payable to "NARBW."  
All Registrations must be postmarked by April 16th.**



**National Association of Railway Business Women  
68<sup>th</sup> National Convention**

**Transportation Center of the United States**

**Inn of Chicago – Magnificent Mile, Chicago, IL**

**WEDNESDAY, May 16, 2012**

4:00 PM – 7:00 PM

Pre-Convention Board Meeting

3:00 PM – 7:00 PM

Registration

**THURSDAY, May 17, 2012**

8:00 AM – 4:00 PM

Pre-Convention Tour

6:00 PM – 7:00 PM

Registration

7:00 PM – 10:00 PM

Hospitality (22<sup>nd</sup> Floor Skyline Terrace)

**FRIDAY, May 18, 2012**

8:00 AM – 8:30 AM

Registration

9:00 AM – 10:00 AM

Formal Opening

10:30 AM – 12:45 PM

President's Brunch

1:00 PM – 5:00 PM

Business Meeting

6:00 PM – 7:00 PM

Candidate's Reception

7:00 PM – 10:00 PM

Fun Night – Chicago ~ The Roaring 20's

**SATURDAY, May 19, 2012**

8:30 AM – 9:30 AM

Memorial Service

9:45 AM – 11:00 AM

Business Meeting

11:00 AM – 11:30 AM

Elections

11:45 AM – 1:45 PM

Membership Luncheon

2:00 PM – 5:00 PM

Business Meeting

5:00 PM – 6:00 PM

Post-Convention Board Meeting

6:00 PM – 7:00 PM

Reception / Cocktail Hour

7:00 PM – 10:00 PM

Banquet

**SUNDAY, May 20, 2012**

9:00 AM – 5:00 PM

Post-Convention Tour

1:00 PM – 2:30 PM

Group Luncheon – Location TBA