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Cc: Pamela McCutcheon[pmccutcheon@ali-cle.org]
From: Amy Weinberg
Sent: Wed 11/8/2017 8:04:52 PM
Subject: RE: Important reminders for the December ALI CLE/ELI CWA conference

Hi everyone,

If you are receiving this email it is because the deadline for written materials was this past Monday and I did not receive anything from you. If you are planning to submit a powerpoint, paper, article, etc., I need it NO LATER than next Wednesday, November 15. We need to have the materials finalized ahead of Thanksgiving, as they will be released to the registrants for download the Monday immediately after Thanksgiving (one week before the course).

Please note that we need at least one piece of written material PER PANEL to ensure CLE credit will be awarded.

Many thanks for your cooperation with our deadlines. Please do not hesitate to reach out with any questions or concerns.

Amy

From: Amy Weinberg
Sent: Wednesday, October 25, 2017 4:04 PM
To: 'Bulleit, Kristy'; 'Lindley, Tom (Perkins Coie)'; 'Rachel Jean-Baptiste'; 'Brown, Samuel L. (SIBrown@hunton.com)'; 'Iwilcher@elpolaw.com'; 'janastasio@acwa-us.org'; 'jtboer@hunton.com'; 'slbrown@hunton.com'; 'jeanne.christie@aswm.org'; 'GTCroot@imesacorp.com';

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Cc: Pamela McCutcheon

Subject: Important reminders for the December ALI CLE/ELI CWA conference

Dear Faculty,

Thank you in advance for agreeing to speak at the American Law Institute CLE/ELI conference, ***Clean Water Act: Law and Regulation***, taking place on December 4-5 at Hunton & Williams LLP in Washington, DC. This email serves as a reminder about some important approaching deadlines:

1. **WRITTEN MATERIALS:** Written materials are due **NOVEMBER 6**. This deadline also applies to power points, should you choose to use them. All documents should be emailed directly to my assistant Pam (copied here) and myself. Although we are not printing coursebooks anymore, for accreditation purposes it is still essential that each panel has some sort of materials to supplement the presentation. Attendees will be able to download the materials ahead of time, as well as access them while at the course on a laptop or tablet. If you feel that you may need a few extra days to complete your materials, please let me know so that we can plan accordingly.
2. **HOTEL RESERVATIONS:** If you are traveling to DC from out of town, now is the time to book your hotel. We have small blocks available at 2 nearby hotels; the room blocks both expire on NOVEMBER 6 as well. Relevant info on the 2 blocks is pasted below my signature block for those who need it.
3. **COMPS and DISCOUNTED REGISTRATIONS:** As a speaker, you are automatically registered for the conference on a complimentary basis and we hope that you will attend as much as your schedule allows. Further, you have not already done so, please invite colleagues and other contacts to attend this course complimentary or at a greatly reduced faculty rate. You are each entitled to one guest who may attend in person (or by webcast) free of charge. Just send me that individual's contact information and I will have them registered.

Additional colleagues, clients, etc. who are not already registered may also attend with your faculty discount for 50% off the regular tuition. To take advantage of this discount, they can sign up at <http://www.ali-cle.org/CZ010> and enter the coupon code **ALIFACULTY** at checkout. Our goal, like yours, is to ensure a broad audience for this program. As the best promotion is often word-of-mouth, we encourage you to help us raise awareness by notifying your colleagues and clients and inviting them to attend. Please note that this discount applies to both in person and webcast registration fees.

Please do not hesitate to contact me with any questions regarding this conference. Thanks!

Amy S. Weinberg

Senior Program Attorney, Office of Content Production

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HOTEL BLOCK INFORMATION

Hotel Lombardy, room rate: \$179 per night, single occupancy. This rate will be made available until **November 6, 2017**. Request the American Law Institute CLE group to qualify for the reduced rate. Reservations may be made by calling the Hotel Lombardy, 2019 Pennsylvania Avenue NW, Washington, DC 20006; (202) 828-2600 or (800) 424-5486, or online here: <https://www.reservations-page.com/C00519/H11150/ov.aspx?pc=L3627>

Renaissance Washington, DC Dupont Circle Hotel, room rate \$219 per night for a standard room. This rate will be made available until **November 6, 2017**. Request the American Law Institute CLE Clean Water Act group to qualify for the reduced rate. Reservations may be made by calling the Renaissance Washington, DC Dupont Circle Hotel 1143 New Hampshire Avenue, NW, Washington, DC 20037; (800) 468-3571 or (202) 775-0800, or online here: <https://aws.passkey.com/event/49128443/owner/1687/home>

