



Information Services
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February 7, 1996

Mark Castner
Canisius College
2001 Main Street
Buffalo, NY 14208

Dear Mark:

I would like to take this opportunity to formally invite you to attend the Eleventh Annual AJCU Conference for Information Technology Management which will be held at Seattle University in Seattle, Washington from April 29th to May 1st 1996. Enclosed you will find a conference registration form and other materials related to our conference. You may also register by email to maf@seattleu.edu.

Registration:

The registration fee for this year's conference is \$200. It includes three breakfasts, three lunches, a dinner cruise and all transportation except to and from the airport.

Accommodation:

A block of rooms have been reserved at the Westin Hotel in downtown Seattle. You must make your reservations directly with the Westin by calling 1-800-228-2000 as soon as possible, but no later than April 6th. The rate that we have been able to negotiate with the Westin is \$135.00 per night, single or double occupancy. This rate will be good for 3 days before and after the conference. 3000

Transportation:

Transportation to and from the Seattle Tacoma (Seatac) Airport is available by Gray Line of Seattle at a cost of \$7.50 one way or \$14.00 round-trip. The shuttle is available in the baggage claim area and leaves every 15 minutes.

Conference Agenda:

The conference will begin on Monday, April 29th with an on-campus breakfast and adjourn at approximately noon on Wednesday, May 1. Suggestions for agenda topics are indicated on the attached form. Please feel free to add any other topic ideas or suggestions you may have at the bottom of the form. Also, please help out by volunteering to lead a session or discussion group. More details on the agenda will be sent later after the forms are returned.

Business Meeting:

Our business meeting is scheduled for Wednesday, May 1, 1996. Items of business will include reports from last year's officers, election of next year's officers, selection of a site for the 1997 and 1998 AJCU meetings, AJCUnet and other items of business as raised by the membership.

Conference Dinner:

There will be a conference dinner on Tuesday, April 30th, 1996 on the boat "Spirit of Puget Sound". This three hour cruise will include a tour of the harbor, a buffet dinner, entertainment and dancing.

Sunday Events:

For those of you arriving early, there will be an all-day trip on Sunday to Mount Rainier (8:30 a.m. - 4:30 p.m.). The trip includes lunch at The Inn at Longmire, a visit to Paradise where the visitor center is located, opportunities for picture taking and short hikes. Cost includes all transportation, a sit-down lunch, snacks and admission to the National Park (cost: \$25 prepaid). There will also be a dutch treat dinner Sunday night near the hotel.

Spouses Program:

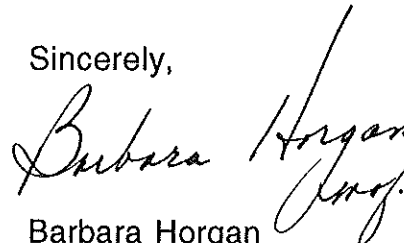
If there is sufficient interest indicated, we will make every attempt to set up some daytime events for spouses accompanying you to the conference. Please indicate on the conference form if there is a possibility that your spouse will be attending with you. Note that there is a guest dinner fee of \$55.00 that must also be submitted for the conference dinner.

Hospitality Suite:

There will be a hospitality suite at the conference hotel, the Westin. It will open for the first time at approximately 5:00 p.m. on Sunday, April 28th and on Monday April 29th as well.

Please send in your conference registration and agenda survey as soon as possible but no later than Monday March 11th, 1996. You can expect a final mailing from us with conference materials about two to three weeks prior to the conference. If you have any questions, or know of other issues which we should be considering, or if I can help you in any way please call me at 206-296-2193 or send email to bhorgan@seattleu.edu. I am looking forward to seeing you all at the conference.

Sincerely,



Barbara Horgan
Associate Vice-President,
Information Services



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January 17, 1996

Greetings to everyone! I wanted to send you some preliminary information about the annual AJCU Conference on Information Technology Management, which will be held this year in Seattle from April 29 through mid-day on May 1. For those arriving early, there will be an all-day trip to Mt. Rainier on Sunday. If you wish to take this tour, I suggest arriving Saturday.

Accommodations will be at the Westin Hotel in downtown Seattle, near the monorail, shopping, Pike Place Market and the waterfront. The hotel rate will be \$135 per night. A hospitality room will be available Sunday, Monday and Tuesday nights. Transportation in vans will be provided for the 10-minute ride between the hotel and Seattle University.

I am setting up a Worldwide Web homepage which will contain more information about the hotel, registration, call for topics/presenters and information about Seattle area sights. As soon as this is set up, I will send out the URL. Conference registration can be either by electronic mail or snail mail.

If you have further questions, please feel free to contact me at --
bhorgan@seattleu.edu. More details will be available in a few weeks.

Barbara Horgan
Associate Vice President

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