



NATIONAL ASSOCIATION  
OF ENROLLED AGENTS

POWERING AMERICA'S TAX EXPERTS

**May 2018 Fly-In/APEX/Board Meeting  
Arlington, VA  
May 14-18, 2018**

|                             | <b>Mon, 5/14</b>  | <b>Tues, 5/15</b>   | <b>Wed, 5/16</b>   | <b>Thurs, 5/17</b>  | <b>Fri, 5/18</b>                               |
|-----------------------------|---|---|--|---|--|
| <b>Fly-In</b>               | Hill Training at Hyatt<br>5:00pm-7:00pm<br><b>Drop-ins<br/>Not Accepted</b> | Breakfast at Hyatt<br>7:30am - 9:00am<br><br>Capitol Hill Visits<br>( <i>schedules vary</i> ) |  |   |  |
| <b>APEX</b>                 |   |   | Affiliate Presidents<br>Exchange Meeting<br>12:00pm-5:00pm | Affiliate Presidents<br>Exchange Meeting<br>8:00am-5:00pm   |  |
| <b>Board</b>                |   |   | Board Planning<br>Workshop<br>9:00am-4:30pm                | Board Planning<br>Workshop<br>8:00am-4:30pm   | Board Meeting<br>8:00am-2:00pm ( <i>est.</i> ) |
| <b>Group<br/>Activities</b> |   | Reception<br>(details to follow)  | Leadership<br>Reception<br>5:15pm-6:00pm                   | Joint Board and APEX<br>Breakfast/Session<br>8:00am-9:30am<br><br>Installation<br>Reception and Dinner<br>6:00pm<br>( <i>ticketed</i> ) |  |

**Hotel:** [Hyatt Regency Crystal City at Reagan National Airport](#)  
2799 Jefferson Davis Highway  
Arlington, VA 22202  
(703) 418-1234

**FYI – There are two Hyatt hotels in the general area.**

- Rate:** \$209 per night plus 13.25% tax. Rate includes in-room internet. For online reservations, go to: <https://aws.passkey.com/go/2018naeaprogram>. The discounted rate for NAEA shows up automatically. To make reservations by phone, call 1.888.421.1442. Be sure to mention the 2018 NAEA May meeting. If you need to do so, reservations must be cancelled 24 hours in advance. Check-in time is 3:00pm and check-out time is 12:00pm.
- Deadline:** **Reservation deadline is Friday, April 20, 2018.**
- Transportation:** The Hyatt Regency Crystal City at National Airport is approximately 1 mile from the airport. Cab fare is about \$10. It is also located on the Blue/Yellow lines of the Metro, about one-half mile from the Crystal City Metro station. A complimentary shuttle runs from the hotel to the airport and Crystal City Metro. More specific instructions regarding the shuttle may be found here: <http://crystalcity.hyatt.com/en/hotel/our-hotel/transportation.html>
- Board Meeting:** NAEA's Board of Directors will meet on Friday, May 18 beginning at 8:30am at the Hyatt Regency Crystal City. All members are invited to attend, and materials for the meeting will be posted prior to the meeting under the About Us, Governance, Meeting Minutes and Documents section of the NAEA website.
- Optional Activities:** The NAEA Installation Dinner is on Thursday, May 17. There will be a reception from 6:00pm-6:45pm followed by dinner at 7:00pm. The cost of the dinner is \$95 per person. Pre-registration is required and will be available shortly. A ticket will be provided in your packet.
- Reimbursement:** NAEA would like to remind all of reimbursement policy 5.10 of the NAEA Policy & Procedures manual.
- Per Diem will not be reimbursed when NAEA is providing a meal.
  - Registration and \$95 fee is required for Board of Directors and Officers Installation Dinner. Per Diem will defray the cost of the meal.
  - Board members should book at the lowest possible fare as soon as the board schedule is known and at least 30 days out.
  - Lodging will be reimbursed according to the needs of the meeting. At this particular meeting, lodging should only be required for Tuesday, Wednesday and Thursday. Please contact the EVP if your travel requires additional reimbursement for lodging.
  - NAEA does not cover lodging/per diem for attendance at the NAEA Fly-In.